



**Job Title:** Program Director – Substance  
Use Disorders  
**Reports to:** Deputy Director – Clinical Services  
**Status:** Exempt

**Job Class:** Direct Service  
**Grade:** 12

### **POSITION SUMMARY**

Plans, directs, manages and oversees center-wide clinical activities for Substance Use Disorder Services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinates the development of annual clinical objectives for Substance Use Disorder Services in conjunction with goals established by the Board of Directors and Leader's Team; monitors, manages and reports on clinical goal progress.
2. May assist in interviewing clinical staff applicants within the scope of responsibility.
3. Oversees and/or provides clinical supervision of staff providing SUD services or seeking SUD credential in accordance with Center standards.
4. Assists in the development and implementation of Substance Use programs and services
5. Assists in developing and monitoring center-wide quality assurance for Substance Use Disorder Services.
6. Continuously monitors and evaluates the efficiency and effectiveness of clinical programming service delivery methods and procedures for Substance Use Disorder Services and identifies opportunities for improvement; directs implementation of changes.
7. Implements clinical and administrative policies within scope of responsibility to local programs.
8. Travels within the Center's service area or to other locations as needed.
9. Provide direct therapeutic services as needed or directed
10. Provides Administrator-on-Call duties for Crisis Program on a rotational basis
11. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

All aspects of clinical supervision as it relates to assigned staff within scope of responsibility, directly or in oversight of other Center provided clinical supervision.

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### **JOB REQUIREMENTS**

#### **EDUCATION**

Master's degree in a human services program that leads to licensure under the Colorado Mental Health Statutes; CAS or LAC certification

#### **CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS**

Licensed or certified in the State of Colorado as LCSW, LPC, Psychologist, CAS or LAC; to match specific program placement. Bilingual skills preferred.

#### **EXPERIENCE**

Minimum of three years' clinical experience and three years' clinical supervision or clinical program development experience, as defined by:



- (a) Experience, in a community mental health center, post-masters or post-certification (CAS), which includes supervision, and program development.
- (b) Experience, in a licensed psychiatric facility other than a mental health center, which includes clinical supervision and program development.

### **COMPETENCIES**

The following list describes the knowledge base and skills required for the position of Clinical Coordinator. All individual competencies are factored at relative strengths and emphasis within each designation.

1. **Computer Competency:** Computer literacy to include advanced skills in e-mail communication, word processing, and spreadsheet configurations.
2. **Broad Clinical Knowledge Base:** Demonstrated ability to formulate differential diagnoses using the DSM IV; familiarity with severe and persistently mentally ill populations, children and families, and general adult consumers. Specialized knowledge base shall include standards of practice across all DSM IV diagnostic categories within clinical scope of responsibility as evidenced by, but not limited to, oral and written material presented by the candidate.  
Ability to apply knowledge base to formal training modules in specific fields of established expertise, and to contribute to State level consultations and committee membership within scope of clinical responsibility.
3. **Supervisory Skill:** Demonstrated ability to perform effective clinical oversight of assigned staff, as evidenced by consistent interface around quality clinical services as measured by Center, State, federal, ethical, and professional standards.  
Ability to apply clinical supervisory skills and clinical program development skills to State level interface around policy and procedures, standards of practice, and other State related agenda as assigned. Shall be available for interim supervision of staff at comparable management positions.
4. **Proficiency in Writing:** Demonstrated ability to author written documentation, to include office memos, inter-agency correspondence, and clinical reviews that reflect conceptual as well as grammatical integrity.  
Capable of producing material suitable for center-wide distribution that requires minimal editing beyond first draft with minimal supervision and support. Skills shall be of the quality as to contribute to and support statewide projects and proposals.
5. **Verbal Presentation Skills:** Demonstrated ability to communicate efficiently and effectively in spoken word, to include appropriateness of vocabulary, efficiency of delivery, and proper use of syntax and grammar.  
Includes public presentation skills such as the ability to represent and speak for the Center at State, regional, and local county levels.
6. **Organizational Skills and Ability to Prioritize:** Demonstrated ability to design and oversee clinical center-related operations, as evidenced by timely reports and updates, routine accomplishment of deadlines, and contributions to management that reflect relevancy, usefulness, and practicality.  
Shall be available for State and center-wide contributions, e.g., project head, committee chair, and special assignments.
7. **Fiscal Management:** Demonstrated basic ability to understand fiscal parameters of management.. Ability to read charts and graphs, interpret Center reports related to budgeting and finance.
8. **Ethics:** Applied knowledge and understanding of relevant ethical considerations, including consumer confidentiality and standards of practice, as evidenced by accurate written and oral reviews of case studies that address related specific and general issues.  
Ability to use knowledge and understanding of ethics to provide Center and statewide consultation on ethical issues that call for interpretive insights and directions.



9. **Working Knowledge of Regulatory Agencies:** Extensive knowledge and understanding of relevant standards put forth by regulatory agencies and practice guidelines within scope of clinical responsibility. Applied knowledge to include Division of Behavioral Health, Care and Treatment of the Mentally Ill, Child Welfare Regulations, and Medicaid and Medicare Guidelines. Competency will be evidenced by accurate written and oral reviews of case-relevant standards and guidelines.  
Includes Center and statewide contributions in areas of clinical scope in policy and procedure questions, as well as initiatives toward refining infrastructure and organizational guidelines.
10. **Coordination and Dissemination of Clinical Directives:** Demonstrated ability to communicate center-wide clinical procedures and directives to supervisees accurately, as evidenced by periodic inquiries of line staff regarding their awareness and understanding of current clinical operational guidelines.  
Includes skills that enhance the promulgation of clinical programming skills at center-wide level. Shall provide resource and support for such undertakings. Shall be capable of interpreting and promoting State level directives and guidelines.
11. **Training:** Demonstrated ability to design and conduct formal and informal clinical training within scope of responsibility through workshops, in-service meetings, and provision of direct feedback to staff. Ability to research, develop content, and produce original overheads, power-point presentations, and audio-visual aids. Competency will be evidenced by participants' evaluations, feedback, and successful completion of goals, objectives, and training outcomes. Shall be capable of presentations in the larger mental health arena.
12. **Program Development:** Demonstrated ability to design and implement effective clinical programs in local, regional, and State level arenas, as evidenced by use of needs-assessment methods, positive interface with consumers and agencies, and outcome-based studies that support the effectiveness of clinical programs that are implemented.
13. **Project Design:** Demonstrated ability to initiate and undertake major clinical responsibility within scope of responsibility in accomplishing project design and implementation at Center, regional, and State levels, as evidenced by the accomplishment of clear goals, objectives, and time-lines.  
Ability to work with relative independence from close supervision.
14. **Community Interface:** Demonstrated ability to interface and collaborate positively with local community agencies in the interest of clinical services as evidenced by positive public relation promotions within the Center, and State communities.
15. **Orientation to Effective Management Principles:** Demonstrated ability to establish appropriate, productive, and professional clinical interface with supervisees, as evidenced by boundary awareness, staff morale and production, and relationships with individual staff that feature reciprocal respect and support.  
Includes skills that would allow the mentoring of other management staff for the purpose of formative, career-based growth and development.

#### **ABILITIES, KNOWLEDGE, SKILLS**

Ability to travel within the Center's service area or to other locations as needed.

#### **SUPERVISION REQUIREMENT**

Competencies 1 through 15 to be accomplished with minimum supervision and oversight by Clinical Director with emphasis on consultative and collegial interface. This will include 1-2 hours monthly, consisting of phone and face-to-face contact.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.



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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Supervisor

\_\_\_\_\_  
Date