

JOB DESCRIPTION – D&A DIRECTOR (Adolescent Program)

The Director has overall administrative responsibility for the facility. Duties specific to the position of Director are:

- a.) Assure compliance with all referral contracts.
- b.) Monitor daily operations of the facility.
- c.) Provide oversight of Clinical Director, Counselors, Program Monitors, Kitchen and Maintenance Departments.
- d.) Assist in the development of staff training programs.
- e.) Review/approve and coordinate all referrals.
- f.) Provide public information and serve as community relations contact.
- g.) Develop lines of communication with staff as well as current and potential referral sources.
- h.) Coordinate personnel issues with the corporate office.
- i.) Review the Policy and Procedure Manual on a quarterly basis.
- j.) Tour the facility on a daily basis and monitor safety, sanitation, and maintenance for mandatory compliance.
- k.) Other duties as assigned by the Chief Operating Officer or President.

QUALIFICATIONS: A Master's Degree from an accredited college with a major in medicine, chemical dependency, psychology, nursing (with a specialty in nursing/health administration, nursing/counseling, education or a clinical specialty in the human services), public administration, business management or other related field **and** 2 years of experience in a human service agency, preferably in a drug and alcohol setting, which includes supervision of others, direct service and program planning; **or** a bachelor's degree – (same degrees as the Masters degree above) **and** 3 years experience (same as above); **or** an Associates Degree – (same degrees as the bachelor's above) **and** 4 years of experience in a human service agency, preferably in a drug and alcohol setting, which includes supervision of others, direct service and program planning. Must have demonstrated experience in working with adolescents in a treatment environment.

The Director will work a forty-hour workweek, and be “on-call” for emergency situations.

Candidate must pass federal and state criminal background checks, drug/alcohol screening as well as possess Act 34 clearance.