

**City of Chesapeake**

**Class Title: Mental Health-Substance Use Disorder Program Director**

<b>Job Class Code: 8320</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff, and direct and oversee the Mental Health/Substance Abuse Program. The class is responsible for staff supervision, planning, policy, budget, training, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises and directs staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; ensures program compliance by staff with organizational, State, and federal guidelines, regulations and laws.
- Develops, presents, and defends budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Establishes policy for the acquisition of State and federal funding.
- Collects and compiles data for Performance Contracts; secures, monitors, and evaluates same.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Develops Board policy and procedures; interprets same for staff as needed.
- Serves as representative/liason for the Board with the community, and with internal CIBH programs.
- Conducts short and long range planning for the Mental Health and Substance Abuse programs.
- Attends or conducts staff, committee, or other professional meetings to exchange information; attends professional workshops, seminars, or conferences to improve professional skills.
- Maintains record system for assigned area; processes daily paperwork including reports, memos, and personnel information.
- Stays abreast of new developments relating to area of responsibility.
- Provides oversight to the agency Corporate Compliance plan and HIPAA Compliance plan, provides due diligence, with administrative authority to ensure staff follow current Corporate Compliance and HIPAA policies and procedures.
- Works collaboratively and effectively with the Executive Director to enforce all aspects of the Corporate Compliance and HIPAA compliance plans and ensures that the plans meets the Boards' expectations.
- Trains, monitors and evaluates staff's compliance to applicable federal and State regulations and compliance standards for documentation.
- Interprets and ensures compliance with program licensure, funding regulations and evaluation standards through policies and procedures development and review, staff training, and supervision of administrative and supervisory personnel.
- Directs staff to attend or complete required compliance and quality of services training.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
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<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas; computes ratios, rates, and percents.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a medical, scientific, fiscal, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a master's degree in psychology, counseling, social work, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires State of Virginia licensure as a Clinical Social Worker (LCSW) and/or Professional Counselor (LPC). May require a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*