

## EMCMHC

### Job Description

**CLASS TITLE:** Chemical Dependency Program Director **FLSA:**

**DEPARTMENT:** Chemical Dependency

**ACCOUNTABLE TO:** Executive Director

**PRIMARY OBJECTIVE OF POSITION:** Under administrative direction, shall perform services involving the development, organization, coordination, implementation of counseling and education services, and the supervision of the EMCMHC chemical dependency program. Work varies requiring individual judgment and decisions in conformance to the State of Montana Addictive and Mental Disorders Division rules and regulations.

#### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, lifting up to 35#’s(greater with assistance), prolonged sitting, climbing steps, stooping, bending, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in the public;
- Work may be performed in an office, individually, family, or in a group setting;
- Traveling is required where exposure to inclement weather of heat, cold, rain, and snow may occur;
- Must possess Certification as a Licensed Addiction Counselor;
- Must obtain Prime For Life and CPNR Certifications within one (1) year of employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

#### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Provides liaison services to the State of Montana Addictive and Mental Disorders Division and to the Department of Corrections to ensure compliance standards and negotiate a positive working relationship with State authorities;
- Provides supervisory duties to Chemical Dependency counselors, interns, volunteers, and support staff;
- Maintains the mission of the agency;
- Provides professional services to the Client in the areas of outpatient counseling, evaluations, interventions, networking, prevention and education in accordance with the Policies and Procedures established by Montana State Certification standards;
- Oversees the completion and submittal of AMDD as required/requested from State Authority;
- Completes employee performance evaluations at required intervals;

**CLASS TITLE: Chemical Dependency Program Director (continued)**

- Conducts staff meetings and inform Staff of pertinent information in a timely fashion;
- Maintains a client case load as the need dictates;
- Assures that standards in all client records and all client paperwork are met;
- Assures that Department standards of productivity are met;
- On call 24/7 for crisis management;
- Attends staff meetings and peer reviews, team service and coordination meetings, in-service training and outside service training as directed; and
- Performs other duties assigned by the Executive Director.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** All department personnel

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Bachelor’s Degree in Human Services, Chemical Dependency or related field;
- Must possess a Licensed Addiction Counselor Certification and maintain such License and/or Certification through meeting Continuing Education requirements throughout employment; PLUS
- Five (5) years demonstrated work experience in the chemical dependency health field;
- Shall maintain current State of Montana and National Certifications as a Certified Dependency Counselor;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS**

- Maintains active membership in the Montana Addiction Service Providers Association (MASP) and its mission to enhance quality of service and continuum of care across the state from agency to agency;
- Maintains the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- May provide referrals to other community resources when appropriate;
- Obeys all Federal and State Laws governing professional confidentiality;
- Continues personal/professional development;
- Performs such other assignments and duties as may be required and needed.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

Revised 09-11-2014