



## **Job Description: Associate Director**

**Job Title:** Associate Director of Outpatient

**Reports to:** Executive Director

**Schedule:** This is an Exempt, full-time position, averaging 40 hours per week or more as deemed necessary by the Executive Director.

### **Basic Functions:**

The Associate Director assists the Executive Director in the supervision of all employees and volunteers working at Valley Health Associates' Outpatient Program. The Associate Director will oversee the Outpatient Drug Free (ODF) Youth/Adult Outpatient and Monterey County Jail Programs to include all billing and reporting systems. Associate Director of Outpatient will attend all County provider, leadership and collaborative meetings held throughout Monterey County and State area(s).

### **Responsibilities:**

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

- Monitors and maintains Youth & Adult Treatment referrals
- Schedules and oversees Youth/Adult & Jail Program contacts in Monterey County, San Benito, South County and other contractors as they may arise
- Provides oversight of daily treatment operations and services including case management, communications, and advocacy, assures quality services are provided in a timely manner
- Acts as Project Manager during expansion projects
- Creates proposal(s) for re-certification of various funding sources
- Completes action plans for correction regarding audit compliance reports
- Acts as a resource for alcohol and drug addiction information, treatment, education, and/or prevention, program development, community activities, acts as a liaison between program services and the community/courts
- Facilitates special programs which could include but are not limited to, family empowerment, homeless community liaison, veteran services, private insurance contracts, couples counseling, jail/prison re-entry program, continuing education training, and casefile QA
- Conducts quantitative and qualitative reviews
- Oversees provision of client intake, billing, data collection, and case review
- Assures timely communications with persons served, funding sources, staff, management and community
- Conducts tours and makes presentations
- Assures compliance with all safety regulations
- Assures compliance with all client confidentiality requirements.
- Assures compliance with agency policies and procedures.
- Attends Monthly County QI and Provider Meetings

- Assists the Executive Director in creating and updating company/clinic policies regarding program requirements
- Acts as part of the interdisciplinary team by completing quarterly reviews of complaints and grievances
- Works with other staff and patients in a respectful professional manner
- Conducts case management when requested
- Maintains working knowledge of other drug and alcohol treatment agencies and programs and a list of resources that can be shared with clients
- Monitors client's access to and involvement with treatment and other providers to help address barriers to treatment and the recovery process
- Provides back-up assistance to counselors with group therapy and psycho-education groups as necessary to include individual counseling and/or ASAM assessments.
- Conducts other duties as assigned by Executive Director

**Expectations:**

- Alerts Executive Director to potential crises or urgent situations and/or incidents.
- Carries out all responsibilities in a professional and effective manner.
- Treats all individuals with dignity and respect.
- Demonstrates a commitment to assist individuals and families at risk.
- Works in harmony with all Valley Health Associates staff.
- Maintains a professional Code of Ethics within nursing and counseling scope of practice(s).
- Proficiency in MS Word, Excel, and databases.
- Ability to communicate effectively and provide excellent customer service.
- Ability to facilitate systems and checks to assure delivery of quality service and product to internal and external customers.
- Knowledge of the principles of management, supervision, planning, fiscal management, fair employment practices, regulations, safety, health and client rights.
- Ability to observe, evaluate, document and communicate verbally and in writing.
- Knowledge of alcohol and drug addiction treatment and prevention program development.
- Ability to communicate and lead in a culturally competent and sensitive manner.
- Promotes team building.
- Required to obtain professional liability insurance.
- Performs all other duties as assigned by the Executive Director.

**Qualification:**

- Bachelor's degree preferred, but not required.
- Current CPR certification.
- Knowledge of Local, State and Federal employment guidelines to include: CFR 42 part 2, Title 22, and Title 9.
- Holds registration with an approved organization qualified to certify individuals as alcohol and drug counselors pursuant to California Code of Regulations (CCR) Chapter 8, Title 9, Section 13035(a), AND completion of 155 documented hours of formal Alcohol and Other Drugs (AOD) classroom education, AND completion of 160 hours of supervised AOD training. AND One (1) year experience in an alcohol or drug program providing recovery planning, group and/or individual services.
- Holds and/or is actively working towards a certification as an alcohol or substance abuse counselor from an approved organization qualified to certify individuals as alcohol and drug

counselors pursuant to California Code of Regulations (CCR) Chapter 8, Title 9, Section 13035(a). AND One (1) year experience in an alcohol or drug program providing recovery planning, group and /or individual services.

- A valid California Class "C" Driver's License is required at time of hire.
- Strong interpersonal and engagement skills.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to support VHA's mission and philosophy, and demonstrate sensitivity to cultural diversity and workplace harmony.
- Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.
- Knowledge of Fund Development to include grant writing and reporting.
- Ability to work well under pressure and with minimal supervision.
- Strong business acumen.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods of time; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

My signature below indicates that I have read and understood the content of this job description and have been provided a copy for my personal records.

I have read and understand my job description.

Employee's printed name \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_