



Job Title: Associate Director of Operations

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 of Operations assists the Executive Director in the daily operations of Valley Health Associates business dealings. The Associate Director of Operations will assist the Executive Director in overseeing all contracted programs to include: Medicated Assisted Treatment (MAT), US Probation & Pre-Trial Services, and ODF Youth Outpatient to include billing, reporting, and policy and regulation management. The Associate Director of Operations 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:

- Provide feedback on company policies and procedures.
- Updates company/clinic policies regarding program requirements on an annual basis
- Acts as Project Manager during expansion projects
- Creates proposal(s) for re-certification of various funding sources
- Provides insight and suggestions for grant proposals
- Make recommendations for business performance improvement.
- Assist's the Associate Director's in daily program management.
- Order Medications as needed.
- Understand the expectations of an open position to source and screen candidates.
- Liaise with different departments to improve performance and work efficiency.
- Attending to any correspondence and emails by customers, clients and contractors.
- Assists in all program audits and corrective action planning
- Maintains and upholds CARF standards, and acts as the CARF Liaison during a CARF Audit
- Share responsibility of 24/7 call schedule with Executive Director
- Provides relief for medical staff during holiday and vacations

- Provides oversight and supervision for all programs to include: Scheduling of Intakes, Annuals, uploading and documentation into Avatar, and Mobile Clinic Appointments.

Expectations:

- Alerts Executive Director to potential crises or urgent situations and/or incidents
- Remains in compliance with internal and external policies, procedures, regulations, and standards, including all of VHA policies and procedures and Quality Assurance Plan, CARF requirements, State Licensing standards, County Monitoring requirements, and all Medi-Cal regulations.
- Attends supervision with nursing staff.
- Provides oversight and monitors record keeping, debrief counselors on treatment processes, monitor treatment plan development, and implements/monitors program educational activities with other treatment oversight as assigned.
- Attends all required trainings and administrative meetings.
- Completes CEU's annually for renewal of professional licensure.
- Upholds the Organization and Program Code of Ethics.
- Maintain LVN license and all required annual CEU's.
- Required to maintain professional liability insurance.
- Remains in officer and director's category of the organization.
- Performs all other duties as assigned by 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.
- A valid California Class "C" Driver's License is required at time of hire.
- Strong interpersonal and engagement skills.
- Excellent written and verbal communication.
- Strong organizational and time management skills.
- Ability to support VHA's mission and philosophy, and demonstrate sensitivity to cultural diversity and workplace harmony.
- Exceptional verbal and written communication skills.
- Strong business acumen.
- High attention to detail.
- Proficient in technology especially Microsoft Office
- Ability to work well under pressure and with minimal supervision.

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: _____