

PROGRAM COORDINATOR - METHADONE PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for the administrative functions of program development and implementation, particularly with the contract clinics and community organizations. The incumbent develops and maintains coordination of programs in the clinical methadone program. Supervision is exercised over a number of professional and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults with agencies and community groups on the planning and development of Methadone services;

Participates in the planning of new Methadone services and in the organization of such services;

Supervises fiscal and administrative aspects of Community Mental Health Board Methadone programs and services;

Participates and represents the Director with lay and professional groups to promote interest in existing or new Methadone services;

Assists the Director in analyzing and preparing recommendations for annual Methadone budgets.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the functions of Methadone programs; thorough knowledge of organizational and administrative practices and techniques; ability to deal effectively with a wide variety of professional and lay personnel; ability to analyze and evaluate Methadone services and to do research in related areas; initiative; tact; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) a Master's Degree* in social work, psychology, public health administration, or a related field, and five years experience in mental health, community health organization or health education in the field of drug abuse, at least two years of which shall have been in an administrative capacity; or (b) seven years experience as stated in (a) which must have included the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution

West. Co.
J. C.: Competitive
MML596

Job Class Code: C0813
Job Group: XIII