

PROGRAM DIRECTOR - SUBSTANCE ABUSE  
(PELHAM GUIDANCE COUNCIL)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a community-based Board of Directors and municipal management, the incumbent administers, develops, and implements a substance abuse prevention and early-intervention program, serving both the school-aged and young adult population within the community. The incumbent must be knowledgeable in all aspects of the operations of substance abuse programs including budgetary matters, grant development, supervisory and administrative capabilities. The position is characterized by extensive contact with all levels of the public, including school and community service personnel, town officials, students, parents and community members at large. The incumbent contributes significantly to the development of the program operating policies and procedures. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the development, coordination and overall planning of a substance abuse and early intervention program serving the young people of a community;

Works with program staff to develop and implement appropriate social work counseling services;

Provides supervision to both professional social workers and clerical support staff;

Provides direct social work counseling to individuals, groups and family members.

Stimulates the development of new programs and services to meet demonstrated needs;

Consults with public and private agencies on problems related to substance abuse and early intervention services;

Prepares grant applications, budgetary reports, program operating procedures;

Maintains immediate control over program expenditures;

Responsible for the initial recruitment and selection of program staff;

Participates in community education including meetings and conferences on substance abuse;

Keeps informed of developments in the field of substance abuse prevention and treatment through participation in the activities of professional associations;

May supervise the work of social work interns;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the nature of substance abuse and the techniques used for dealing with these problems; good knowledge of community organizational principles and administrative processes and techniques; good knowledge of the principles and practices of social casework; good supervisory skills; good knowledge of referral services; ability to establish and maintain cooperative relations with professional and non-professional personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; reliability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Social Work, Psychology, Counseling, or related field and four (4) years of experience where the primary function of the position was providing alcohol and/or substance abuse treatment in a clinical setting, including a minimum of two (2) years of supervisory experience.

SUBSTITUTION: A Master's Degree\* in Social Work, Psychology, Counseling or related field may be substituted for one year of the above referenced experience. There is no substitution for the two years of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.