

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 06/20/2024

DIRECTOR OF SUBSTANCE ABUSE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Director of Substance Abuse Services has overall management responsibilities, administratively and clinically, for the substance use program(s) providing services in Oneida County. The incumbent is responsible for the administrative oversight of the substance use service delivery system within Oneida County. The Director of Substance Abuse Services reports to the Deputy Commissioner of Mental Health. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs and oversees all agencies that comprise the local substance use services network;

Monitors contracted agencies to ensure quality services and compliance with rules, regulations, and applicable guidance documents;

Assists the department in developing contracts consistent with applicable rules, regulations, and guidelines;

Directs and supervises staff members;

Provides leadership to the department;

Mediates to resolve issues between agencies regarding service delivery to assure clients have access to proper community supports;

Oversees and performs program planning, community and professional education and outreach to address current trends and issues;

Compiles and reviews appropriate records and reports to promote quality services;

Assists with quality assurance functions of the department;

Facilitates collaboration with community, state agencies, and other partners;

Compiles and analyzes data that may be utilized to provide more efficient service delivery, provide information to Commissioner, gather data, and generate reports for monitoring and evaluation purposes and mandated reporting;

Facilitates assigned meetings, committees, and task forces;

Attends meetings, as directed, throughout the community to represent the Department and County;

Educates and increases awareness of evidence-based practices to best serve those struggling with substance use disorders;

Assists in preparing grants or other funding requests and seeks additional funding sources;

Participates in emergency/disaster planning activities;

Assists staff in handling case specific crises;

Reports applicable budgetary or programmatic needs directly to the Commissioner and Deputy Commissioner; and

Other duties assigned by the Commissioner or Deputy Commissioner.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of administrative principles; comprehensive knowledge of the functioning of substance abuse continuum of services, community resources and how to utilize them effectively; comprehensive knowledge of the principles, methods, techniques and practices of substance abuse prevention and treatment; ability to organize, direct, and coordinate the services of the substance abuse system; ability to provide professional leadership; ability to plan and supervise a multi-disciplinary team; ability to prepare technical and informational data.

MINIMUM QUALIFICATIONS:

Candidates must hold a New York State Division of Alcoholism and Alcohol Abuse credential as an Alcoholism Counselor (CASAC); **AND**

Either:

- (A) Possession of Master's degree in human services, a human services related field, public health, or nursing **AND** one (1) year supervisory experience in human services work; **OR**
- (B) Possession of Bachelor's degree in human services, a human services related field, public health, or nursing **AND** two (2) years of experience in a health and human services work environment, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 08/13/2008
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