



SUBSTANCE USE DISORDER (SUD) TREATMENT DIRECTOR

Department:	Substance Use Disorder (SUD)
Reports To:	Chief Clinical Officer
Pay Grade:	Salaried
Supervises:	Dotted Line to LADC Supervisors
FLSA Classification:	Exempt
Hours:	Monday – Friday, 8:00 a.m. – 4:30 p.m.
Revision Date:	8/4/2021

MISSION STATEMENT:

Partners In Recovery provides substance use treatment, mental health services and medication assisted treatment using evidence-based programming empowering individuals toward sustained positive change.

JOB SUMMARY:

The SUD Treatment Director supervises staff, providing clinical and administrative leadership. Assures that programming complies with contract, licensing, certification and other required standards according to the requirements of the MN Department of Human Services (DHS) and 245G. This position plays a key role in program licensing, staff supervision, program development, sales and marketing efforts.

RESPONSIBILITIES:

The SUD Treatment Director is responsible for development, implementation, and management oversight of strategic goals and operations of substance use disorder programming, care coordination, and substance abuse services in a manner that operationalizes the vision, mission and values of Partners In Recovery. The Treatment Director is responsible for all aspects of the delivery of SUD treatment services and is expected to have knowledge and understanding of all PIR processes as they pertain to the 12 Core Functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated aptitude for management, leadership and administrative duties.
- Experience and demonstrated effectiveness in promotional and community relations activities.
- Excellent interpersonal and communication skills.
- Excellent knowledge and expertise utilizing Procentive software.
- Knowledge and implications of 245G and the 115 Waiver.
- Ability to analyze and solve problems effectively and in a timely manner.
- Understanding surrounding the importance of upholding documentation standards.
- Demonstrated financial management skills.
- Ability to communicate effectively, respectfully and demonstrate excellent interpersonal skills.
- Strong analytical and problem-solving skills.
- Demonstrated critical and creative thinking abilities.
- Knowledge of 12 Core Functions and how they pertain to agency processes.
- Knowledge in crisis intervention.

ESSENTIAL DUTIES:

➤ Licensing

- Maintain and update program policy manual to remain compliant with licensing requirements.
- Ensure all documentation required by the state to maintain license is completed in appropriate time frame.
- Ensure quality documentation is being entered in clinical charting (RNR, 1115, 245G language).
- Ensure curriculum is developed and provided that assists the client to identify and address problems related to problematic substance use.
- Ensure participation in the drug and alcohol abuse normative evaluation system.
- Knowledge and implementation of the 1115 waiver at all locations.
- Other duties as assigned.

➤ Supervision

- Conduct annual employee performance reviews for supervised staff members.
- Provide ongoing leadership and training to SUD treatment team.
- Ensure that all licensing documentation, including continuing education/training is maintained in compliance.
- Provide oversight to the treatment team, when necessary.
- Ensure counselor/client staffing levels are appropriate.
- Weekly or bi-weekly travel to each agency for onsite supervision.
- Develop and implement a staff evaluation/performance and professional development process.
- Other duties as assigned.

➤ Program Development

- Assist in development of curriculum and remain current regarding research in the substance use disorder field, best practices, etc.
- Attend in-house training and staff meetings.
- Collaborate with the Mental Health Director to deliver integrated Substance User Disorder and Mental Health Services.
- Some travel within the State of MN. May be necessary.
- Develop and train the substance use disorder staff to identify and appropriately refer, either internally or externally, clients to Mental Health and MAT (Medication Assisted Treatment) programming.
- Other duties as assigned.

➤ Sales and Marketing:

- Educate community about programming provided at Partners in Recovery.
- Partner with referral sources including county social service and assessors, churches/pastors, attorneys, other treatment programs as well as with potential referrals for Partners in Recovery such as employment specialists, housing agencies, mental health providers, etc.
- Make recruitment presentations regarding the Outpatient program to referral sources, e.g., Assessors, Probation Officers, Social Service Agencies, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be 18 years of age.
- Master's Required, Nursing, Public Health, Healthcare Administration, and/or Business Preferred
- 3-4 years of work experience in administration or personnel supervision in substance abuse services.
- Knowledge and understand the implication of 245G, sections 626.557 and 626.5572, and chapters 245A and 260E. Demonstration of the treatment director's knowledge must be documented in the personnel records/files.
- Ensure 5 years compliance with MN Statutes 604.20, 604.205 sexual exploitation.
- Successfully complete MN Department of Human Services background study.

PREFERRED QUALIFICATIONS:

- Master's degree in related field.
- 5+ years of work experience in administration or personnel supervision in substance abuse services.
- Additional Licenses: LPCC-S, LISW-S, + LICDC, CDCA, RN

CONTINUED EDUCATION AND TRAINING:

- Complete continuing education courses as required by the State of Minnesota.
- Attend in-house training and staff meetings.
- Stay current regarding professional research, techniques, etc.

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

I have read and understand the duties, responsibilities, and requirements for this position. *

Employee Acknowledgement

Date

*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship as defined in program policies. Partners In Recovery retains the discretion to add duties or change the duties of this position at any time.

Employee Acknowledgement

Date

Supervisor Signature

Date

I attest to the fact that I have been free from chemical use problems for at least two years immediately preceding my date of hire. The period begins to run on the date I began receiving treatment services or the date of my last chemical related incident. Chemical use problems are defined as:

- Receiving treatment for chemical use within the past two years.
- Chemical use that has had a negative impact on job performance.
- Chemical use that adversely affects the credibility of treatment services with clients, referral sources, or other members of the community.
- Symptoms of intoxication or withdrawal on the job including that which might occur from use or abuse of prescription medications.
- Criminal convictions (including driving violations) involving chemical use.

Employee Acknowledgement

Date