WESTERN MENTAL HEALTH CENTER, INC.
JOB DESCRIPTION

POSITION TITLE: Chemical Dependency Program Director
DEPARTMENT: Administrative Services
SUPERVISOR: Executive Director
FLSA: Exempt

POSITION SUMMARY: Supervises program services and regulatory procedures of the Center.

ESSENTIAL FUNCTIONS:

1. Performs all duties in accordance with the policies and procedures of the Center and in accord with applicable professional code of ethics.
2. Responsible for all current program content, program evaluation and contract maintenance, insuring all client and contracting agencies needs are met for assigned programs.
3. Develops program budgets and insure programs are operating within the financial needs of the Center.
4. Provides personnel supervision for assigned programs, and directs clinical supervision where needed.
5. Provides direct service to Center clients as needed.
6. Supervise assigned staff within the guidelines of the Center's personnel policies.
7. Available for evening and weekend work as required by Center needs.

OTHER RESPONSIBILITIES:

1. Responsible for new program development, contractual relationships and program evaluations for programs.
2. Ability to travel, as position requires.
3. Perform other work related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. A minimum of a Bachelors degree in the Behavior Science field from an accredited university/college, and two years post graduate experience in a related human services field required.
2. Proven excellent supervisory, verbal, written, organizational and interpersonal skills.