SUBSTANCE ABUSE DIVISION DIRECTOR

**MINIMUM QUALIFICATIONS:**A master’s degree from a nationally or regionally accredited university or college in psychology, social work, counseling, psychiatric nursing, or other behavioral health area with requisite course work equivalent to that of a degree in counseling, psychology, social work, psychiatric nursing, and a minimum of three years post master’s relevant clinical experience; and meets the qualifications of a licensed or certified QSAP I.

**PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:**

**Administrative Responsibilities:**  
Serves on the Central Alabama Wellness’ Leadership Team  
Serves as SA Division representative on Central Alabama Wellness’ Performance  
Improvement Committee  
Enlists staff, consumer, and family input for Performance Improvement activities  
Monitors/Develops CQI indicators for SA Division  
Assumes responsibility for data collection and compilation for SA Division  
Monitors/Develops/Implements Corrective Actions for deficiency areas  
Provides SA Division staff training on Central Alabama Wellness’  CQI Plan  
Serves as SA Division representative on Central Alabama Wellness’ Clinical  
Records/Clinical Services Committee  
Develops/Implements and provides staff training on Central Alabama Wellness

**Policies and Procedures:**  
Assures SA Division Policies and Procedures adhere to DMH, State and Federal regulations  
Participates in the annual review of Central Alabama Wellness’ Policies and Procedures to address changes in policy and/or practice  
Participates in the development of the SA Division’s annual budget and assures that the SA Division operates within the approved budget  
Assures that the SA Division operates within DMH requirements and maintains readiness for DMH certification reviews  
Prepares necessary data / reports as required by DMH, Alabama Council, Central Alabama Wellness’ Executive Officer and Financial Director  
Oversees Clinical and Administrative Reviews as outlined by DMH and Central Alabama Wellness’ standards  
Ensures consumer safety, including safety of building and structures used by SA Division

**SA Division Program Development, Implementation and Supervision:**  
Supervises existing SA Division Programs.  
Provides or appropriately arranges for clinical supervision for all qualified SA Division employees  
Responsible for the hiring and termination of employees within the SA Division  
Conducts timely and objective Performance Appraisal Evaluations  
Applies Personnel Policies and Procedures in a consistent manner with necessary documentation  
Monitors and evaluates SA Division Programs to assure quality, effective and efficient services are provided to clients and families  
Develops community based programs for individuals with substance use disorders:  
Submits proposals as appropriate for program development  
Coordinates with local agencies to address needed community services

**Staff Training Responsibilities:**  
Conducts SA Division staff meetings on a monthly basis to disseminate agency, DMH information to promote quality program services to include but not limited to:  
In-service training on DMH requirements  
In-service training on Central Alabama Wellness’ Policies and Procedures  
In-service training to improve program delivery  
Assures all SA Division staff meets minimum training as required by Central Alabama Wellness and DMH requirements  
Liaison and Education Responsibilities for Central Alabama Wellness, other community agencies and the public:  
Presentations are effective and professionally prepared  
Presentations are targeted toward audience needs  
Participates in interagency opportunities to facilitate positive working relationships between Central Alabama Wellness and other community agencies

**Maintains and Improves Professional Skills:**  
Attends and actively participates in professional workshops and in-service training  
Effectively utilizes other Central Alabama Wellness’ staff members for consultation  
Any other duties, clinical and/or non-clinical, as assigned by supervisor

To Apply, please email your resume to:  [recruiting@centralalabamawellness.org](mailto:recruiting@centralalabamawellness.org)