

OTERO COUNTY HEALTH DEPARTMENT (OCHD)
POSITION DESCRIPTION
Substance Use Disorder (SUD) Program Director

General Statement of Duties

The SUD Program Director guides and directs OCHD's SUD Program. This position has the primary responsibility of completing contractual deliverables.

Supervision Received

Works under the general/direct supervision of the Executive Director.

Supervision Exercised

Program assistant(s), if assigned.

Essential Duties, Responsibilities, Functions, etc.:

1. Responsible for reading, understanding, implementing, reporting on, and completing all contract deliverables and Scope of Work.
2. Use effective group facilitation skills to help guide coalition(s) through the SUD Program's planning and implementation process.
3. Coordinate efforts to identify and solve problems in the community relative to SUD.
4. Facilitate delegation of community prevention tasks, including but not limited to collecting, organizing, and analyzing data; community outreach and public relations; and meetings. Lead discussions related to project planning and maintenance.
5. Work very closely, collaboratively, and cooperatively with partners to fulfill contractual deliverables regarding SUD.
6. Monitor and regularly report on the implementation of contractual deliverables.
7. Coordinate dissemination of SUD information to the community.
8. Prepare documentation & reports as needed.
9. Assist in writing grant proposals, reports, concept papers, and other materials needed to obtain funding.
10. Develop, track, and manage program budget.
11. Other duties as assigned.

Essential Skills, Abilities, Knowledge, etc.:

1. Form relationships with strategic partners, e.g., government agencies, non-profit agencies, schools, businesses, and faith-based communities.
2. Familiarity with local community.
3. Speak effectively and professionally in public to a variety of audiences. Must possess a professional demeanor. Must be able to write clear, concise, and grammatically correct letters, reports, and other forms of communication.
4. Identify problems, develop solutions, and take the lead in solving problems.
5. Strong group facilitation skills and experience.
6. Excellent organizational and multi-tasking skills.
7. Proficient in the use of appropriate computer equipment and software.

8. Willingness and ability to learn and grow to meet the changing requirements of the job.
9. Facilitate small or large group meetings effectively.
10. Meet with and educate others about the project during times that are convenient for community members and practices (i.e., mornings, evenings, and weekends).
11. Give attention to detail, neatness, and accuracy.
12. Work with noise and interruptions.
13. Work independently.
14. Work well with fellow staff members.
15. Maintain strict confidentiality where required by law.
16. Serve the public in a diplomatic, friendly, and efficient manner.
17. Manage budgets.
18. Supervise staff.
19. Experience in project management and/or strategic planning such as program development, developing and evaluating outcomes, conducting data analysis and evaluation, developing operations and marketing plans, and developing timelines.
20. Understand and prepare grant applications.

Special Requirement(s)

1. Current Colorado driver's license.
2. Properly insured vehicle.

Desired Education and/or Experience:

1. Bachelor's degree in public health, nursing, psychology, education, human services, social work, or a similar field.
2. Public health, substance abuse, and/or mental health work experience.
3. Knowledge of health promotion methods.
4. Experience with prevention efforts.

Physical/Environmental Demands: *The following physical/environmental demands are representative of those that must be met by the employee to successfully perform her/his job. Reasonable, appropriate accommodations may be made to enable individuals with disabilities to perform the job.*

1. Requires frequent driving and work in the field (out of the office).
2. Office environment which is often very busy and noisy.
3. Dexterous use of both hands.
4. Local, regional, state, and occasional out-of-state travel required.
5. Position involves moving, bending, walking, and lifting up to 30 pounds.
6. May require corrected vision and hearing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Policy Requirements

1. Formal application, rating of education and experience, oral interview, and reference check are required; job-related tests may also be required.
2. Employment is contingent upon the applicant passing a mandatory post-offer employment medical physical, a mandatory Colorado Bureau of Investigation (CBI) background check, and a mandatory post-offer employment drug screen.
3. Verification of any combination of driving record and/or workers' compensation history may be made.
4. No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer has been given to the applicant.
5. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AFFIDAVIT

I certify that I understand the description of this job, the physical demands, and the policy requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities outlined above.

Signature

Date