

## Program Manager, Outpatient Drug and Alcohol Treatment

Submit current cover letter and résumé or CV to [Moneta.sinclair@pihcga.org](mailto:Moneta.sinclair@pihcga.org) AND [rico.curtis-davidson@pihcga.org](mailto:rico.curtis-davidson@pihcga.org).

Candidates for this position **must** demonstrate strong leadership and substance abuse counseling skills with supporting experience of **at least two years in both areas**. The Program Manager of the agency's Georgia-licensed outpatient treatment program (IMPACT) is responsible for assisting the Clinical Director of Addiction Services in managing the drug treatment program and its associated staff and interns, facilitating groups as needed, and providing addictions counseling and clinical supervision.

### **Specific Job Responsibilities:**

1. Manage the daily operations of the drug and alcohol treatment program.
  - Assist Clinical Director of Addiction Services with administrative and clinical supervision and management of addiction staff.
  - Assist Clinical Director of Addiction Services with oversight of all treatment services including facilitating treatment team, auditing of client charts for compliance, ensure adherence to program licensure requirements, etc.
  - Assist in establishing and maintaining program policies and procedures.
  - In conjunction with the Clinical Administrative Manager, maintains client records in compliance with grant and licensure requirements.
  - Ensure compliance with insurance and risk management requirements.
  - Develop and establish collaborative relationships with in the Atlanta metropolitan area agencies serving applicable populations.
2. Provide drug and alcohol counseling and support to individuals, families, and groups
  - Provide and document group and individual counseling regarding alcohol and drugs.
  - Other duties as assigned.

### **Work Experience:**

- Two or more years in a supervisory/managerial role, preferably program management **required**
- Minimum of a Bachelor's degree in psychology, social work, addictions, or other social services-related field **required**
- Master's degree in psychology, counseling, addictions, or other social services related-field **preferred**
- License eligible, state licensure, or certification in mental health **and/or** substance abuse **required** (LMSW, LCSW, LAPC, LPC, CACII, MAC, ICADC, or equivalent)
- Extensive knowledge and experience (2 or more years) in working with chemically dependent/mental health clientele **required**
- Three or more years direct counseling experience on individual and group level **preferred**

**Knowledge & Skills:** The incumbent **must** have proficient knowledge in the following areas:

- Program administration, supervision and management, delivery, and evaluation
- Demonstrate good decision making skills, initiative, and autonomy
- Working in a non-profit organization
- The impact of trauma and the causes and effects of drugs and alcohol, and addictions on individuals, families and communities
- Demonstration of knowledge specific to issues in HIV/AIDS and substance abuse
- Determining placement criteria according to standards of the American Society of Addiction Medicine (ASAM)
- Effective crisis management and conflict resolution
- Individual, group and crisis counseling methods