



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

ADDICTIONS PROGRAM SERVICES SUPERVISOR
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services, Behavioral Health
LOCATION: Countywide
SALARY: Range 70 \$4479 \$4706 \$4937 \$5188 \$5448**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under the general direction of the Behavioral Health Director, or her designee, will plan, organize, supervise, and participate in the operational and program activities of the Alcohol and Other Drug Services Intervention Programs as part of the Behavioral Health Division of the Health and Human Services Department.

ESSENTIAL JOB DUTIES: Provides first-line supervision for the intervention programs of the Alcohol and Other Drugs Services program. This currently includes the SACPA (Substance Abuse and Crime Prevention Act) program, the Driving Under the Influence Programs and other AODS intervention services such as Diversion, Perinatal, and youth-focused addictions services. Provides supervision and oversight, which includes planning, assigning, monitoring, tracking, and evaluating the work of the Addictions Counselors. Provides collaborative activities and leadership as part of a multidisciplinary team to maximize resources and responsiveness of addiction services. Provides outreach and treatment services such as assessment, individual, family and group treatment services as well as the completion of required documentation. Provides training and presentations both to staff, agencies, and community organizations to further knowledge around addiction issues. Functions as part of the Behavioral Health Team and Health and Human Services Department to plan integrated culturally competent and effective programs; participates to ensure quality assurance and compliance with State and Federal program regulations; provides other duties as assigned.

EMPLOYMENT STANDARDS:

Education/Experience: Requires a high school graduate or equivalent. Must possess certification as a drug and alcohol counselor, with at least three (3) years of progressively responsible clinical experience in an addictions treatment program, including at least two (2) years of supervisory responsibility. Must have at least five (5) years of sobriety.

Knowledge of: Current best practices in the assessment and treatment of chemical dependency as well as co-occurring disorders in a system of care and in public sector; laws pertaining to confidentiality and care of persons with addictions; basic principles and practices of supervision and management.

Ability to: Organize, implement and direct the AODS intervention program's operations; work cooperatively as part of a multidisciplinary team; supervise, train, and evaluate assigned personnel; plan, organize, and schedule priorities for self and others; communicate clearly and concisely, both orally and in writing; provide effective outreach and intervention, including motivation enhancing treatment methods to a variety of persons with addictions; model effective, professional conduct within one's scope of practice and be proactive in identifying conflict of interest and potential boundary issues; ensure provision of quality services; participate and benefit from own supervision; produce written documentation (by hand or computer); stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone, drive a motor vehicle.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: Will be required to submit to yearly tuberculosis test. Must possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment., Must possess a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, skills examination, and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All positions are Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.