



OF SOUTHEASTERN MICHIGAN

Director – Substance Use Prevention and Community Programs

POSITION DESCRIPTION/WORK CONTEXT:	
Reports To: Chief Operating Officer	Functional Area of Responsibility: Prevention Services
MINIMUM QUALIFICATIONS:	
<p>A Bachelor’s degree in social work, sociology, psychology, family ecology, consumer/community services, family studies, family and/or child development, guidance/school counseling, counseling psychology, education, public health, human services, criminal justice, or other field related degree.</p> <p>Minimum two years of supervisory experience.</p> <p>Must possess one of the following:</p> <ul style="list-style-type: none"> Certified as a Prevention Consultant- Reciprocal (CPC-R) or Must have or initiate a registered development plan and be timely in its implementation. <ol style="list-style-type: none"> 1. Possess a valid motor vehicle operator license. 2. Completion of ICHAT check, National and State Sex Offender Registry Check, and Central Registry Check. 3. Ability to work independently as well as in a team environment. 4. Must possess knowledge and understanding of Recovery Oriented System of Care and Trauma Informed Services. 	
ESSENTIAL JOB FUNCTIONS:	
<p>All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.</p> <p>Provides on-going, regular supervision to employees to ensure the following: services delivered are timely, appropriate and effective; the professional development of staff; and agency policy and procedures are enforced. Responsible for drafting and maintaining prevention operations manuals.</p> <p>Provide presentations and trainings as needed.</p> <p>Develop and implement new programming as needed.</p> <p>Participate in meetings outside the agency to promote/enhance Prevention services.</p> <p>Assigns and supervises the workload of direct reports.</p> <p>Collaborates with the Chief Operating Officer over the hiring, promoting, disciplinary action steps and termination of staff.</p> <p>Ensures assigned paperwork is maintained in accordance with funding source standards and CARE of SEM policy and procedures.</p> <p>Able to apply outcome tools to measure service quality, report on data and outcomes as required, makes recommendations and adjustments as needed in order to enhance services based on data analysis.</p> <p>Provide presentations on general substance use issues and CARE of SEM’s services as needed.</p> <p>Facilitate educational classes/groups related to programming as needed.</p> <p>Reports data and outcomes as required.</p> <p>Monitors and approves expenditures of program and tracks supplies purchased and needed for programming within budget.</p> <p>Submits accurate reports/plans to supervisor/colleagues, funding agencies, and regulatory bodies within deadlines, as assigned.</p> <p>Establish and maintain liaison relationships with appropriate agencies regarding prevention.</p> <p>Works as a member of the CARE of SEM leadership team and enforces and monitors compliance with all CARE of SEM policies and procedures.</p> <p>Attends assigned meetings as needed.</p> <p>Ability to adjust hours of work based on the community needs, including some evening and weekends.</p> <p>Knowledgeable of national and local substance use and prevention statistics and demonstrates the ability to apply current trends and data to service delivery.</p>	