

San Joaquin County Behavioral Health Services

Substance Abuse Program Manager



San Joaquin County
Human Resources Division
44 N San Joaquin St, Suite 330
Stockton, CA 95202
Phone: 209-468-3370
Fax: 209-468-0508

www.sjgov.org/department/hr

Recruitment Announcement
0619-RM1122-01

SAN JOAQUIN
—COUNTY—
Greatness grows here.

THE POSITION

San Joaquin County is searching for an experienced professional who desires in an exciting employment opportunity making an impact and difference in the lives of others as a Substance Abuse Program Manager.

The Substance Abuse Services Program Manager manages the activities of a large, independent alcohol and drug treatment program. This position will work in the Substance Abuse Services—Residential and Treatment Services program within the Behavioral Health Services Department. This management position performs a full range of administrative duties including staff management, budget preparation and monitoring, program development and implementation and serves as liaison between the department and community agencies.

THE DEPARTMENT

Behavioral Health Services (BHS) is a division of San Joaquin County Health Care Services and provides a array of mental health and substance use disorder treatment services, primarily for Medi-Cal beneficiaries in San Joaquin County. The department consists of over 800 employees in the following operational divisions:

- Administration
- Mental Health Services
- Mental Health Forensic Services
- Adult/Older Adult Services
- Inpatient and Crisis Services
- Children's Services
- Substance Abuse Services
- Mental Health Pharmacy



MISSION

The mission of San Joaquin County Behavioral Health Services is to partner with the community to provide integrated, culturally and linguistically competent mental health and substance abuse services to meet the prevention, intervention, treatment and recovery needs of San Joaquin County residents.

VISION

The vision of San Joaquin County Behavioral Health Services is to collaborate as a resilient team exploring changes, sharing ideas, striving to empower consumers, families, volunteers and care providers toward building hope, addressing disparities, and fostering wellness and recovery through individual strength-based treatment.

VALUES

The personal commitment of every individual contributes to the overall success and integrity of the organization, creating a caring, positive, fiscally responsible and productive environment.

San Joaquin County is an Equal Opportunity Employer

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California. A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs



RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events. Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.



AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides. If you are not already living here, make San Joaquin County your new home!



Substance Abuse Program Manager

TYPICAL DUTIES

- ◆ Directs the activities of a large drug or alcohol program, including case management activities; selects, assigns, trains and evaluates staff; designs and implements orientation, training and staff development programs.
- ◆ Prepares budget requests and monitors the program budget; determines staffing and program needs; prepares justifications; reviews and authorizes expenditures.
- ◆ Plans, develops and implements alcohol and other drug programs including annual program plans; monitors programs for compliance with state and federal laws; assists state and federal officials with program audits; may respond to audits and recommend program changes.
- ◆ Develops program goals and objectives; develops and implements program policies and procedures in compliance with state and federal regulations; assists in developing department policies, procedures, goals and objectives.
- ◆ Plans and conducts individual and group counseling sessions; discusses and evaluates individual and family behavioral, social and psychological issues which affect treatment and progress; determines most effective treatment plans, implements plans and evaluates progress.

For a complete job description, please visit the Human Resources website at:

www.sjgov.org/departments/hr



MINIMUM QUALIFICATIONS

PATTERN I

Experience: Two years of work experience as a Substance Abuse Program Supervisor in San Joaquin County service.

PATTERN II

Education: Graduation from an accredited four year college or university with a major in psychology, social work, business or public administration, or a closely related field.

Experience: Three years of counseling or case management experience in a substance abuse or social crisis program, two years of which must have been in a supervisory capacity.

Substitution: Additional qualifying experience may be substituted for the required education up to two years.

FOR BOTH PATTERNS

Certification: Possession of a current certificate as an Alcohol and Other Drug (AOD) Counselor issued by a certifying agency approved by the State of California. Certification must be maintained, as defined by the Department of Alcohol and Drug Programs, California Code of Regulations, Chapter 9. Failure to maintain certification may result in release from employment.

Substitution for Alcohol and Other Drug Certification: Possession of a license to practice medicine issued by the Medical Board of California; or Psychologist licensed by the Board of Psychology; or Clinical Social Worker or Marriage and Family Therapist licensed by the California Board of Behavioral Sciences; or an Intern registered with the California Board of Psychology or the California Board of Behavioral Sciences, can substitute for the above-required certification.

License: Possession of a valid California driver's license.



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COMPENSATION AND BENEFITS

Approximate Annual Base Salary:

\$62,878 - 76,440

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per fiscal year

****Note:** County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote, or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit.

For additional information regarding benefits, please visit the Employee Benefits page of our website at:

www.sjgov.org/departments/hr/benefits

WELLNESS

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

www.sjcengage.com



Enhancing Employee Engagement in San Joaquin County

APPLICATION SUBMITTAL and SELECTION PROCEDURES

The competitive process includes submittal of a completed San Joaquin County Employment Application and responses to the supplemental questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to Human Resources on or before the final filing date.

Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N San Joaquin, Suite 330
Stockton, CA 95202
Tel: 209-468-3370
Fax: 209-468-0508

Or apply on-line at:

www.jobapscloud.com/sjq/default.asp

Application Deadline: 6/28/19

Extended: 7/5/19

All application materials will be reviewed and must demonstrate that you possess the knowledge, skills and abilities required for the position. All qualified applicants will be invited to an oral exam, a structured exam which typically includes a practical exercise.

For selection procedures please visit our website:

www.sjgov.org/departments/hr/hiring_information





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SUPPLEMENTAL QUESTIONNAIRE

Please provide responses to the following questions along with your employment application. This supplemental questionnaire is an extension of your employment application and will be reviewed to thoroughly assess your qualifications. Resumes are not accepted in lieu of completing this questionnaire.

Please number your responses and address each question separately, limiting responses to one page per question. When responding to questions relating to your work experience, please provide a detailed description that includes the name of your employer, dates of employment (beginning and end dates), job title, number of hours worked per week, and indicate if experience was paid or unpaid.

PATTERN 1

1. Do you possess at least two years of full-time paid experience as a Substance Abuse Program Supervisor in San Joaquin County service?

If YES, please provide the dates of employment, number of hours worked per week, and the name(s) of the program(s) to which you were assigned.

PATTERN 2

2. Did you graduate from an accredited four year college or university with a major in psychology, social work, business or public administration, or a closely related field?

If yes, please be sure your education/degree information is clearly identified in the education section of your employment application.

- 2a. Do you possess at least three (3) years of full-time paid counseling or case management experience?

If YES, please indicate if the experience was in the following area(s): Substance Abuse Program, Social Crisis or another area

- 2b. Did your experience include at least two-years of full-time paid experience as a supervisor?

- 2c. Provide a detailed description of your counseling or case management experience in a substance abuse or social crisis program, which included two years in a supervisory capacity. Include the name of your employer, employment dates, job title, number of hours worked per week, specific duties performed and scope of responsibility.

Supplemental Questionnaire continues on next page.



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SUPPLEMENTAL QUESTIONNAIRE

THE FOLLOWING ITEMS ARE REQUIRED FOR BOTH PATTERNS

3. Do you possess a current certificate as an Alcohol and Other Drug (AOD) Counselor issued by a certifying agency approved by the State of California? **(NOTE: A copy of this certificate must be submitted with your employment application.)**

If you answered YES, please provide the type of certification you possess, name of the certifying agency, and expiration date.

If NO, possession of one of the following may substitute for the Alcohol and Other Drug (AOD) certificate only. Please indicate which license you possess. **(Note: A copy of your license must be submitted with your employment application.)**

- ◆ Valid and current license to practice medicine issued by the Medical Board of California
- ◆ Valid and current Psychologist license issued by the Board of Psychology
- ◆ Valid and current Clinical Social Worker (LCSW) issued by the California Board of Behavioral Sciences
- ◆ Valid and current Marriage and Family Therapist (LMFT) license issued by the California Board of Behavioral Sciences
- ◆ Valid and current intern registration with the California Board of Behavioral Sciences

If you checked any of the above license, please provide your license number and expiration date.

- 3a. This position requires possession of a valid California driver's license. Please provide your license number and expiration date.

4. Please indicate if you are willing to work the following shifts: (Note: You may select more than one category)

- ◆ Days Only
- ◆ Nights
- ◆ Rotating
- ◆ Graveyards