



San Joaquin County Employment Opportunity

Substance Abuse Program Manager

Behavioral Health Services - Substance Abuse Services

About the position

San Joaquin County is searching for an experienced professional who desires 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 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 ideal Candidate

The ideal Substance Abuse Program Manager will be a certified Alcohol and Other Drug Counselor with a bachelors degree in psychology, social work, business or public administration. They will have experience providing counseling or case management experience in a substance abuse program and at least two years experience supervising a substance abuse treatment program. As a management level position, the candidate will have knowledge of laws, regulations, policies and procedures relevant to a substance abuse program and they should possess an understanding of the principles and practices of supervision, training, and management methods.

About 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; and Mental Health Pharmacy.

Make San Joaquin County your new home!

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 natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



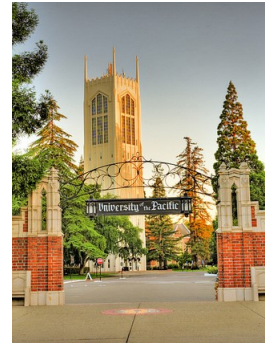
Recruitment Announcement
0220-RM1122-01

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

Education

From preschool to higher education, the County has it covered with 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, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. 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.

SAN JOAQUIN
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Substance Abuse Program Manager

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Typical Duties

This is the management level class in the Substance Abuse series. Incumbents in this class will manage the activities of a large, independent alcohol and other drug program including performing a full range of administrative 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.
- Plans and conducts individual and group counseling sessions; leads group discussions and education classes.
- Gathers and analyzes data and maintains records; prepares a variety of reports, correspondence and informational literature; designs reports and forms.
- Serves as liaison between Health Care Services and community agencies and groups; speaks before public groups.

Minimum Qualifications

EITHER PATTERN I

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

OR 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.

AND

Certification: Possession of a current certificate as an AOD counselor issued by a certifying agency.

Substitution for Certificate: Possession of a license to practice medicine issued by the Medical Board of California; or Psychologist licensed by the Board of Psychology; or LCSW or LMFT 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:

\$63,482 - \$77,172

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
- 457 Deferred Compensation Plan - including 1% employer contribution
- 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 of administrative leave per fiscal year



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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.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit the recruitment announcement [page](#) or scan this QR code with your smartphone's camera.



Final Filing Date: **February 28, 2020**

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