

Mid-Atlantic Recovery Center - Job Description

Date:	Job Title:	Code:
1/30/2020	Program Director	§ 410

Description:

Mid-Atlantic Recovery Center Program Director is a highly motivated person with a dedication to excellence who is able to handle patient needs with compassion and integrity. The Program Director leads the counseling staff in collaboration with the Operations Manager and Medical Director, while maintaining the daily operations and performance of the clinic.

Supervisor: Operations Manager

Hours: 35 hours per week

Primary Duties and Responsibilities of Program Director:

- Responsible for the clinical and administrative oversight to the counseling program.
- Participates in the interviewing, hiring, training of clinic staff.
- The Program Director assists with evaluations, counseling and termination of counseling staff.
- Provides direction and relays corporate mandates, goals and objectives to all personnel.
- Establishes and ensures the completion of performance goals.
- Communicates with and ensures compliance with the various regulatory bodies (SAMHSA, DEA, CARF, VDBHDS, HIPAA, etc.).
- Create opportunities and other critical relationships to grow the business and meet regulatory requirements.
- Maintains patient, employee and company confidentiality
- Assists the Operations Manager with the maintenance & updating of policy & procedure manual and clinic operations manuals and procedures.
- Provides and manages clinic training where appropriate.
- Oversees Company Performance Improvement Process

Qualifications, Education and Training:

- A Bachelor's degree in Psychology or a related field.
- A Master's degree in Social Work, Counseling, Psychology or related field
- Has 3 to 5 years working in the substance abuse industry with at least 2 in management role
- Licensed CSAC
- Understanding of clinic operations, with significant amount of time working in the field of substance abuse.
- Understanding of HIPAA, Federal, State & CARF standards & regulations

- Possess organizational and leadership skills with the ability to supervise and manage personnel
- Customer service focused, eager and energetic
- Excellent interpersonal and communication skills