

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Chemical Dependency Supervisor**

**Class Code: 50115**

**Pay Grade: GJ**

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### **A. Purpose:**

Supervises and directs patient therapy programs, chemical dependency treatment staff, and data systems to ensure program compliance with policies and procedures.

### **B. Distinguishing Feature:**

The Chemical Dependency Supervisor supervises and conducts individual, group, and family therapy sessions; reviews and approves treatment plans; assigns and evaluates work of treatment and counseling staff; writes budget and grant proposals; and analyzes and generates reports on program statistics.

The Chemical Dependency Counselor conducts counseling sessions with individuals, groups, and families; creates treatment plans; maintains and monitors patient progress records; participates in staffing to screen or review patients; conducts follow-up activities with patients and other agencies; and serves as liaison between program and court or social services and community recovery programs and facilities.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Supervises and directs the clinical treatment of an inpatient chemical dependency treatment unit to ensure effective treatment.
  - a. Provides treatment planning and direction.
  - b. Supervises chemical dependency assessments and diagnosis given to patients to ensure their accuracy.
  - c. Develops and implements new programming models and ensures program requirements and standards are achieved and maintained.
  - d. Directs and supervises chemical dependency counselor trainees in required hours of the twelve core functions to become certified counselors.
  - e. Provides training and educational workshops to outside agencies.
2. Supervises subordinate staff to ensure that the objectives of the work unit are met.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary action.
  - e. Conducts performance appraisals and completes performance documents.
3. Reviews, revises, recommends, and implements changes in programs, policies, and procedures to ensure state accreditation.
  - a. Directs and participates in program planning.
  - b. Conducts quarterly quality of care reviews of patient charts.
  - c. Develops patient and program evaluation surveys.
  - d. Evaluates patients' treatment plans and implements changes in programming to provide effective treatment services that service patients' welfare.

4. Directs, monitors, and produces reports for patient discharge procedures to provide information to involve social and legal agencies about patients' progress or problems.
  - a. Ensures contact is made with the community referral agency, court service officer, and families prior to discharge.
  - b. Reviews and approves aftercare and discharge plans to monitor the type of continuing services recommended for patients.
  - c. Determines successful completion of the chemical dependency program and recommends transfers and/or discharges.
  - d. Arranges out-placement services for patients being discharged.
5. Performs other work as assigned.

#### **D. Reporting Relationships:**

The Chemical Dependency Supervisor supervises staff providing counseling and supportive services to patients.

#### **E. Challenges and Problems:**

Challenges include supervising, monitoring, and ensuring compliance of policies and procedures; ensuring all chemical dependency counselors understand program accreditation standards, program philosophy, policies, and procedures; and resolving conflicts amongst staff.

Problems include dealing with a population that does not want to be helped and ensuring consistent and quality documentation for each case file.

#### **F. Decision-making Authority:**

Decisions include developing and implementing programming, policies, and procedures; whether accreditation standards are being met through programming; scheduling and monitoring staff; implementing disciplinary actions; ordering materials for the unit and requesting work orders for the unit; and utilizing staff in a manner that meets the needs of the patients and the unit.

Decisions referred include final approval of new policy, changes in program philosophy, personnel actions, policy manual, major purchases for the unit, and program or staffing changes; difficult admissions; and difficult decisions on certain discharges.

#### **G. Contact with Others:**

Weekly contact with unit management team members, program managers, and referral sources to discuss possible admissions and monitor existing patients' progress; and quarterly contact with the Drug and Alcohol Advisory Board.

#### **H. Working Conditions:**

The incumbent works in a typical office environment and may be exposed to unstable and violent patients and a variety of communicable diseases.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- theories and practices of effective supervision;
- current trends and practices in the area of chemical dependency;

- social, behavioral, psychological, and physical effects of chemical dependency;
- individual, group, and family therapy techniques;
- community resources for the treatment and rehabilitation of chemically dependent patients.

Ability to:

- supervise;
- balance patient clinical needs with administrative requirements;
- assess program effectiveness and recommend improvements;
- develop budgets;
- manage reporting requirements;
- assess and maintain program accreditation standards;
- formulate treatment plans and make determinations on patient care.

#### **J. Licenses and Certification:**

Possession of or the ability to obtain a Level II or Level III Chemical Dependency Counselor Certification.