

LANCASTER COUNTY  
COMMUNITY CORRECTIONS PROGRAM MANAGER

NATURE OF WORK

This is responsible administrative and supervisory work planning, developing, coordinating, and supervising a major division within an overall mental health and/or substance use program within Community Corrections.

Work may involve any one or more of the following: developing and implementing detailed programs to effectively meet the mental health and/or substance use needs of the community; planning, developing, coordinating, and supervising programs designed to assist clients in resolving emotional, personal, and social needs. The above are accomplished through developing goals and objectives to meet stated community and client needs; evaluating and monitoring program effectiveness; implementing and revising policies and procedures to facilitate proper program functioning; coordinating activities with other program units within the department; developing, monitoring, and reviewing program budgets and participating in development of the departmental budget. Supervision is received from the Director with work being reviewed in the form of reports, conferences, achievement of program goals, and effectiveness of existing programs. Supervision is exercised over subordinate staff assigned to division.

EXAMPLES OF WORK PERFORMED

Plan, develop, coordinate, and supervise detailed consultation, treatment, and prevention programs and activities, as well as human resource programs that are designed to assist clients in resolving emotional, personal, and social needs; coordinate and monitor functional program areas for the division, as assigned; act on behalf of the Director in their absence.

Plan, develop, coordinate, and supervise detailed community living services, intermediate care, residential, and transitional living facility programs designed to assist clients resolving emotional, personal and social needs.

Develop, implement, and revise policies and procedures designed to facilitate proper program functioning; evaluate and monitor program effectiveness.

Develop and monitor program budgets and participate in the development of the departmental budget.

Serve on departmental and community committees and/or task forces; provide leadership and consultation so that services of the mental health and/or substance use program are fully utilized; develop goals and objectives to meet stated community and client needs.

Plan, supervise, and evaluate the work of subordinate personnel; oversee the delivery of client treatment services.

Provide coverage for subordinate duties, including transporting clients to and from appointments to maintain continuity of services.

#### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Extensive knowledge of community organization and current social and economic problems affecting the community.

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of clients.

Extensive knowledge of professional principles, current best practices in assessment, and methods of treatment pertaining to the delivery of mental health and/or substance use services to clients.

Ability to plan and implement programs to meet departmental goals and objectives.

Ability to plan, assign, and supervise the work of subordinates engaged in the delivery of mental health and/or substance use services to emotionally disturbed clients.

Ability to make professional decisions within the framework of departmental policy and to present ideas concisely both orally and in writing.

Ability to establish and maintain effective working relationships with community leaders, professional groups, co-workers, clients, and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in social work, psychology, sociology, or related field plus four years of experience in program management within the behavioral health field which includes two years of responsible supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills to meet the National Association of Pretrial Services Agencies (NAPSA) Accreditation Standards.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license and the ability to be insured by the County's insurance carrier.