

Category: 670
Exc. Qual. Std. 32
Approved: May 27, 1987
Authority 95-561

CLINICAL TREATMENT CENTER DIRECTOR

CATEGORICAL PAY LEVELS:

Minimum Level: 07
Maximum Level: 08

DESCRIPTION OF WORK:

This position is designed for a school setting or for the directorship of a separate treatment center to be operated by the Bureau on or near the reservation. The directors of such centers are responsible for, and must have knowledge in planning, coordinating, and supervision for educational and therapeutic programs for substance abuse. He/she will have the responsibility of planning and developing program policies, goals, and procedures; determining, along with appropriate staff members, preventive, educational, or treatment methods and programs; supervising program or center staff; and, where responsible, preparing center budget and administering available funds.

LEVELS OF RESPONSIBILITIES

A. **07 Level** – The CTC Director has the full professional responsibility to oversee a school program/treatment center for the prevention/treatment of substance abuse. Assignments include the following:

- Meets with parents, staff, or local citizen groups to keep them aware of what is going on in the program.
- Writes reports.
- Visits classrooms, reviews instructional objectives, and examines materials.
- Meets with students, particularly those who cause disciplinary problems.
- Observes the operation of various components of the supervised facility to ensure that they are performing efficiently.
- Responsible for the overall efficiency of professional/non-professional staff of the facility.
- Coordinates the activities of professional members of the staff.
- Presides as necessary at Special Board of inquiry into unusual activities occurring at the center.

B. **08 Level** – The CTC Director, has overall responsibility for ensuring the provision of services to students, in a separate treatment center, with problems of substance abuse. In addition to the responsibilities of Level 07, the Director also

- Must oversee a residential facility and have a program consisting of an educational program implemented by certified staff.
- Analyzes the revenue of the facility to insure that funds are appropriately expended.
- Approves the hiring and discharge of staff members.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level	07	08
Education	Master's Degree	Master's Degree
Experience	5 years	6 years

A Master's Degree in Educational Administration and a minimum of five (5) years experience in administration is required at the Level 07. To qualify at the Level 08, the incumbent must have a Master's Degree in Public/Business Administration and six (6) years experience. Course work in the Area of prevention, counseling, or treatment of substance abuse is preferred.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.