

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374 TDD (Hearing Impaired): (541) 278-5467

### AN EQUAL OPPORTUNITY EMPLOYER

**POSITION:** Program Manager  
**POSITION #:** 19.05  
**DEPARTMENT:** Human Services  
**SALARY:** \$5701.00/month plus excellent benefits  
**CLOSING:** Open Until Filled – (First Review January 25, 2019)

**DESCRIPTION:** The Client Services Program Manager responsibilities include direct support, supervision and oversight of work performed by Substance Use Disorder and peer mentor staff. This position performs administrative and clinical supervision to support the management of services within the above mentioned programs. This person provides assessment, service delivery, treatment planning and quality assurance, as well as other duties assigned by the Director of Human Services. Develops and maintains positive and cooperative working relationships with families, advocates, providers and state and local agencies. Plans, organizes, and manages the development, implementation, and on-going operation of highly professional and specialized programs. Initiates and implements strategic and management activities to maintain a varied and complex program, manages and administers funds, directs a comprehensive program of services, provides community and regional leadership and support. Understands and interprets federal, state and local rules, regulations, code and ordinances.

**REQUIREMENTS:** Possession of an earned Master's degree from a regionally accredited college or university, if located in the USA or commensurate accreditation, if the college or university is located outside the USA; or have a Master's degree within 6 months of hire. The college or university shall have, and the candidate will have graduated from, a graduate degree program in rehabilitation counseling, social work, psychology or counseling preparing the candidate to work in mental health or addiction treatment settings. Possess a CADC II or III as certified by MHACBO, or obtain a CADC II or III within 6 months of hire. Demonstrate competence in leadership, program planning and budgeting, supervision of program staff, personnel management, program staff performance assessment, use of data, reporting, program evaluation, quality assurance, and developing and coordinating community resources. Demonstrate competence in leadership, wellness, oversight and evaluation of services, staff development, service planning, case management and coordination, utilization of community resources, group, family and individual therapy or counseling, documentation and rationale for services to promote intended outcomes and implementation of all provider policies. Ability to develop and maintain positive and cooperative working relationships with families, advocates, providers and state and local agencies. Possess a valid drivers' license. Driving and travel is a requirement of this position. Regular and consistent work attendance is required. Bilingual (Spanish) preferred.

**HOW TO APPLY:** Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).