



## Salt Lake County Job Description

### Assessment and Referral Supervisor

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**DEPARTMENT:** Human Services

**DIVISION:** Behavioral Health/2250

**JOB CODE:** 108 **GRADE:** 015

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 04/01/2011

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Conducts Biopsychosocial Substance Abuse and Mental Health assessments and writes detailed narrative reports for assessments. Provides comprehensive outreach and consultation services. Oversees and supervises the management of the Outreach Unit and its employees. Manages the utilization and authorization of Family Drug Dependency Court resources and clients.

#### **MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university in Psychology, Social Work, Counseling, or other closely related field; OR an equivalent combination of related education and experience.

Licensure by the State of Utah to practice as a Licensed Psychologist, Clinical Social Worker (LCSW and CSW) or Professional Councilor (LPC and CPCi), plus two (2) years of post-licensure experience supervising other therapists.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

A valid Driver's License issued by the State of Utah is required to operate a vehicle.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Conducts assessment and screening services; completes various forms and utilizes computer programs to document provided services.
- Provides outreach to the public and professionals by answering phone calls, talking to people that walk in with questions about substance abuse/mental health or treatment, conducting trainings, making presentations, and providing crisis intervention.
- Provides consultation services to our community partners including the Third District Court, the Criminal Justice System, and local hospitals and emergency rooms.
- Understands programs being managed by other counselors including: DORA, Juvenile Drug Court, FDDC (Family Dependency Drug Court), Women's Treatment and Youth assessments.

- Analyzes client records to determine legitimacy of admission, treatment, and length of stay. Monitors initial current client placement with regards to level of care. Utilizes American Society of Addictions Medicine (ASAM) patient placement criteria to determine if initial/continued stay is appropriate.
- Consults with Salt Lake County treatment providers and licensed clinical staff regarding patient diagnosis, treatment justification, length of treatment, and case documentation. Represents the County in disagreements with providers regarding treatment plans.
- Oversees discharge of applicable patients by providing planning and discharge options which are clinically appropriate and cost effective.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Provides evaluation and treatment services, case management, and counseling to adults.
- Manages a balanced budget for specially funded programs.
- Monitors existing policies and writes new policy as needed.
- Attends meetings on behalf of the Division.
- Follows all Federal, State, and County guidelines.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Pharmacology of commonly abused substances
- Psychotherapy and counseling techniques
- Federal, State, and County policies related to substance abuse and mental health
- Agencies, providers, and organizations in the community which provide services for treatment of substance abuse and mental health care
- Structure and function of organizations and agencies which interface with substance abuse and mental health programs
- Diagnostic criteria from DSM V

#### **Skills and Abilities to:**

- Work with various ages and populations of people
- Be aware and understand cultural diversity needs and issues
- Effectively manage crisis intervention
- Multi task and meet constant deadlines
- Work with computer software related to job specific duties
- Act independently
- Communicate effectively both verbally and in writing
- Function effectively in stressful situations

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. Travels to locations throughout the County.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 01/16/2017/MB