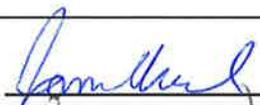
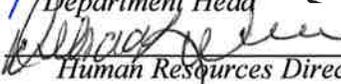
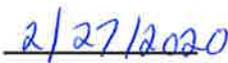
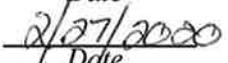


DOÑA ANA
COUNTY JOB
DESCRIPTION

POSITION TITLE: Program Administrator	PAY GRADE: C42
DEPARTMENT: Health and Human Services	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: HHS Division Manager-Court Compliance	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT:	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVE:	
 _____ Department Head	 _____ Human Resources Director
	 _____ Date
	 _____ Date

I. PURPOSE SUMMARY

Under the general supervision of the HHS Division Manager for Court Compliance this position is responsible for researching, developing and evaluating programs related to recovery support and care coordination; and developing and monitoring services contracts, and supervising recovery support specialists.

II. ESSENTIAL DUTIES

A. Program/Patient Oversight

1. Conduct program education and outreach to stakeholders, providers, and the public.
2. Develop and maintain materials that provide guidance for program implementation and continuous quality improvement.
3. Facilitate monthly meetings with Assisted Outpatient Treatment (AOT) and Law Enforcement Assisted Diversion (LEAD) teams for program planning and evaluation purposes.
4. Serve as a liaison with local mental health organizations, advocacy groups, and the court.
5. Review incoming referrals and treatment plans for AOT participants to ensure the County is meeting the requirements of NM Statute § 43-1B.
6. Review incoming referrals and treatment plans for LEAD to ensure the County is meeting program and grant requirement as appropriate.
7. Review incoming referrals and treatment plans for Local DWI clients that need recovery support services as part of their probation.
8. Work closely with research evaluators to improve data collection and ensure data is informing improvements in program implementation.
9. Develop and submit mandatory reports on AOT and LEAD activities.
10. Work on program sustainability by identifying and assisting with proposals/grants for additional funding sources such as legislative appropriations and other government funding.
11. Maintain organized electronic and paper records of AOT and LEAD activities, events, and data sometimes including sensitive or private health information.
12. Participate in training and professional development opportunities such as AOT and LEAD grantee meetings, webinars, and trainings on civil commitment laws.

13. Research care coordination and recovery support models and theories that align with department goals and are appropriate for local communities.
14. Oversee care coordination and recovery support services for people involved in the criminal justice system or at risk of becoming involved in the criminal justice system.

B. Supervision

1. Oversee staff and resources for the recovery support and care coordination services.
2. Plan, assign and direct work, resolving day-to-day problems; assists with the development of program goal, objectives, timelines and schedules; provide feedback to division manager and employees.
3. Establish goals, objectives and performance measures for program activities; including performance evaluation for staff/volunteers through feedback and established HR procedures.
4. Assist in developing, conducting, and coordinating the training and work instruments required by staff in the performance of their duties.
5. Counsel, advises, and if necessary, works with the division manager to discipline employees in accordance to County policies, procedures, and regulations.

B. Contract and Grant Coordination

1. Coordinate the development of Request for Applications (RFA), Request for Proposals (RFP), Request for Bids (RFB), contracts, or other instruments used by the program in obtaining services.
2. Develop schedules, performance measures, and evaluation methods for contracts.
3. Track all contracts and amendments through to execution.
4. Approve reports and invoices in accordance with contract requirements and county policy.
5. Responsible for guiding the department and contractors to meet grants requirements.
6. Submit reports, applications, and data as requested by the funding agency.
7. Oversee data collection and reporting in accordance with funding agency.

III. ADDITIONAL DUTIES.

Perform other duties as assigned.

IV. QUALIFICATIONS.

- A. Education.** Bachelor's Degree in Public or Community Health, Public Administration, Business Administration, Social Work, or related field is required.
- B. Experience.** Two (2) years of experience in program administration, grant monitoring, or contract development and compliance.
- C. Education/Experience substitution.** In accordance with County policy.
- D. Licenses/Certifications.** Valid driver's license and maintain satisfactory driving record in accordance with County policy.
- E. Other (e.g., post-offer medical exam, polygraph, background check, Driver's license record, etc.)** Must pass background check and must maintain a current driver's license.

1. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Contract or program administration and evaluation; Judicial and healthcare systems; and team or group facilitation.

Must have skills to: Operate general office and computer equipment and use software

including Microsoft Office Suite (Word, Excel, and Access); maintain accurate records; develop spreadsheets; communicate effectively in verbal and written form; good interpersonal and collaborative building skills; and maintain confidentiality.

Must have ability to: Analyze and interpret data and manage multiple projects, synthesize data and policies to make recommendations and develop protocols, communicate with medical and judicial system providers, as well as patients and families.

2. **FREEDOM TO ACT.**

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. **GUIDELINES AND JUDGMENT.**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.**

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County.

5. **WORK ENVIRONMENT**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. **SUPERVISORY RESPONSIBILITY**

Supervisory responsibility for directing staff, allocating work, and evaluating employee performance.

7. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee _____ *Date*

