

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5246950

Assistant Director Addiction Treatment Center, M-1	5246950
Director Addiction Treatment Center 1, M-3	5276860
Director Addiction Treatment Center 2, M-5	5276960

Brief Description of Class Series

Positions in this class manage and direct the operations of Addiction Treatment Centers (ATC) providing prevention, treatment, and recovery services to individuals with addiction and impulse control disorders. Incumbents plan, oversee, and evaluate ATC resources, clinical programs, and service delivery, including admissions, referral, discharge, treatment planning, and support services; develop and implement policies and procedures; prepare and monitor budgets; and ensure compliance with State and federal laws, rules, and regulations.

Positions are classified in the Office of Addiction Services and Supports.

Distinguishing Characteristics

Positions in this title series have similar duties and responsibilities. Directors Addiction Treatment Center 1 and 2 are differentiated by the size of the ATC(s) for which positions are responsible.

Assistant Director Addiction Treatment Center: managerial level; under the direction of a Director Addiction Treatment Center, serves as the second-in-command of an ATC; oversees the facility's administrative, clinical, fiscal, and support service activities; and supervises clinical and treatment staff.

Director Addiction Treatment Center 1: non-competitive; plans, manages, and directs the overall operations of an ATC with 26 to 79 beds.

Director Addiction Treatment Center 2: non-competitive; plans, manages, and directs the overall operations of one or more ATC with 80 or more beds.

Illustrative Tasks

Assistant Director Addiction Treatment Center

Assists a Director Addiction Treatment Center in the overall management of an ATC; and oversees the facility's day-to-day operations and activities, including administrative, clinical, fiscal, and support services.

- Oversees the development and implementation of screening and admission procedures, individual treatment plans and programs, and discharge planning.
- Reviews and monitors policies and procedures for facility operations and services; recommends revisions; and implements improvements.
- Prepares, implements, and monitors facility contracts and other agreements for the delivery of support services, such as utilities, maintenance, supplies, transportation, and clinical care.
- Acts as a liaison with State and local agencies on the reporting and investigation of incidents and other matters; and recommends appropriate corrective actions.
- Collaborates with and coordinates human resources management decisions and issues at the local level.
- Works with the Director Addiction Treatment Center and management staff in the development of spending plans; assists in preparing the annual budget request; monitors expenditures; and advises on the availability of funds.
- Participates in the development of the facility's annual strategic plan.
- Oversees and supervises the facility's performance improvement program and preparation for program reviews, including case consultation meetings and record audits.
- Works with the Director Addiction Treatment Center and Central Office staff to ensure compliance with State and federal certification requirements, operating standards, and other laws, rules, and regulations.
- Performs the full range of supervisory duties for ATC clinical and treatment staff.
- Serves as the Director Addiction Treatment Center in his/her absence.

Director Addiction Treatment Center 1 and 2

Performs the tasks and activities of an Assistant Director Addiction Treatment Center; and plans, manages, and directs the overall operations of an ATC(s).

- Reviews, develops, and submits reports on facility activities and services for program audits and evaluation; monitors quality of care issues; and ensures compliance with State and federal standards, laws, rules, and regulations.
- Reviews, monitors, and revises policies and procedures for efficiency and appropriateness.
- Develops and maintains evaluation and monitoring systems; and prepares annual strategic plans to appropriately reflect facility goals and objectives.
- Provides technical, operational, and policy guidance and consultation in administrative, fiscal, and program areas involving other bureaus and divisions, and State agencies.
- Manages and directs facility resources; prepares and monitors the annual budget and fund expenditures; reviews and approves spending plans; and oversees procurement and contract management activities.
- Reviews and approves recommended staffing patterns and changes; oversees the selection, assignment, and evaluation of facility staff; and evaluates training needs and the effectiveness of training programs.
- Works with local providers and county governments in planning addiction services for outpatient clinics, community residences, detoxification, referral, and informational programs.
- Serves on committees and workgroups; and contributes to statewide policy development.
- Performs the full range of supervisory duties for Assistant Directors Addiction Treatment Center.

Minimum Qualifications

Assistant Director Addiction Treatment Center

Open Competitive: a bachelor's degree and four years of experience providing addiction services, which must have included providing clinical supervision, program planning, and administration of a licensed or certified addictions program. One year of this experience must have been at a supervisory level. Candidates must also demonstrate possession of the requirements to be designated as a Qualified Health Professional (QHP) as defined in 14 NYCRR, Chapter X, Part 800.2(15).

Director Addiction Treatment Center 1

Non-Competitive: a bachelor's degree and six years of professional clinical experience in a health care, mental health, or addiction setting. One year of this experience must have included directing a licensed or certified addictions program. Candidates must also demonstrate possession of the requirements to be designated as a QHP as defined in 14 NYCRR, Chapter X, Part 800.2(15).

Director Addiction Treatment Center 2

Non-Competitive: a bachelor's degree and eight years of professional clinical experience in a health care, mental health, or addiction setting. Three years of this experience must have included directing a licensed or certified addictions program. Candidates must also demonstrate possession of the requirements to be designated as a QHP as defined in 14 NYCRR, Chapter X, Part 800.2(15).

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2021

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