

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

Classification Standard

Occ. Code 5246960

Regional Director Addiction Treatment Centers, M-4

Brief Description of Class

Regional Directors Addiction Treatment Centers provide leadership and manage the administrative and clinical operations of Addiction Treatment Centers (ATCs) providing prevention, treatment, and recovery services to individuals with addiction and impulse control disorders. Incumbents direct, plan, oversee, and evaluate the resources, operations, and services provided by ATCs within an assigned region; develop and implement policies and procedures; and ensure compliance with State and federal laws, rules, and regulations.

Positions are non-competitive and classified in the Office of Addiction Services and Supports (OASAS).

Distinguishing Characteristics

Regional Director Addiction Treatment Centers: director level; under the direction of an Associate Commissioner, manages and directs the operations of multiple ATCs within an assigned region; develops and implements policies, procedures, and strategic plans in accordance with standards, rules, and regulations; ensures that programs and services align with the agency's overall mission and vision; and directly supervises Directors Addiction Treatment Center 1.

Illustrative Duties

Regional Director Addiction Treatment Centers

Directs the operations of multiple ATCs within an assigned region.

- Performs the full range of supervisory duties for Directors Addiction Treatment Center 1 managing the operations of ATCs.
- Monitors program outcomes, including bed utilization, treatment outcomes, and perception of care; and recommends and initiates necessary changes.

- Collaborates and advises in the development and monitoring of OASAS Certification and Commission on Accreditation for Rehabilitation Facilities (CARF) accreditation; and participates in addressing issues and ensuring corrective action plans are put in place and carried out.
- Oversees staffing for the ATCs; and communicates and coordinates with Human Resources and Labor Relations to monitor fill levels and address staffing and operational needs, and probationary, performance, and disciplinary issues.
- Responds to emergency situations where appropriate for administrative oversight.
- Confers with and provides feedback to executive staff on the operational ramifications of policy and procedural changes; and participates in assessing and recommending budget modifications and programmatic development activities.
- Conducts quarterly visits to each ATC and oversees, evaluates, and guides ATC needs assessments.
- Monitors and follows-up on significant incidents and abuse and neglect cases; and ensures the completion of incident reports, corrective action plans, and Vulnerable Persons Central Register closures.
- Identifies policy issues related to the application of various laws, rules, and regulations; and advises on and develops new policy or policy changes to improve programs and launch new initiatives.
- Represents the Bureau of Addiction Treatment Centers on committees and workgroups; collaborates with other OASAS divisions, bureaus, and units and local resources within the region; and coordinates with Fiscal Operations to support the management of ATC needs, revenue, managed care, and fiscal and internal control processes.

Minimum Qualifications

Regional Director Addiction Treatment Centers

Non-Competitive: a bachelor's degree and seven years of professional experience in an addiction, health, or mental health setting. Two years of this experience must have been at a managerial level. Candidates must also be designated as a Qualified Health Professional as defined in 14 NYCRR, Chapter XXI, Part 800.2(15).

Substitutions: a master's degree in a health, health administration, or a human service discipline may substitute for one year of professional experience; and a doctoral degree

in a health, health administration, or human service discipline may substitute for two years of professional experience.

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 required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

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