<table>
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<tr>
<th>Job Title</th>
<th>PROGRAM DIRECTOR</th>
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<tr>
<td>Employer/Agency</td>
<td>Palmer Drug Abuse Program – Houston Inc.</td>
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**Job Description**

**JOB SUMMARY:**

A PDAP Program Director will be expected to develop and/or maintain an adolescent substance abuse counseling office. Ensure that all clients are receiving the most effective and appropriate services. All counseling approaches and methodologies will follow PDAP Policies and Procedures as specified by the Executive Director. The PDAP Program Director will be expected to act as a healthy “role model” to all PDAP participants and staff.

**DUTIES AND RESPONSIBILITIES:**

1. To provide therapeutic services to adolescents and their family members in a safe, clean, and professional PDAP environment.
2. To provide appropriate Clinical Staff, APG Staff and Coordinators, Prevention Specialists, Volunteers, and Administrative Assistants supervision and training.
3. To gather all data, statistics, client info for weekly/monthly reports.
4. Maintain a HIPAA compliant office and system of care.
5. To identify and address community, organization, and group needs.
6. To identify clients in need and provide individual, group and family recovery sessions.
7. To provide community substance abuse education and outreach.
8. To provide your staff supervision and oversite in weekly meetings.
9. To attend all specified PDAP staff meetings and events.
10. To develop and/or maintain effective relations with your coworkers, business partners, and professionals in the field.
11. To develop and/or maintain effective relations with the PDAP Site hosts.
12. To adhere to all PDAP Policies and Procedures.
13. To identify and develop relationships and potential referral resources within the community.
14. Serve as the QCC for LCDCI employees

**Qualifications**

**SUPERVISION:**

*Given:* The Program Director will be expected to provide supervision for the Clinical Staff, APG Staff and Coordinators, Staff Assistants, and Staff Volunteers and Interns at the PDAP Satellites.

*Received:* The Program Director will be supervised by the Executive Director.

**JOB REQUIREMENTS/RECOMMENDATIONS:**

**Education:** Masters preferred, will consider Bachelors with additional experience in professional role.

**Credentials:** Licensed Chemical Dependency Counselor (LCDC) and/or Licensed Professional Counselor (LPC) and/or Licensed Master Social Worker (LMSW), and/or Licensed Marriage and Family Therapist (LMFT) and/or other credentials in a related field.

Skills:
Must have extensive skills in the following areas:
- Program management, design and implementation
- Leadership, adaptability and flexible thinking in a stressful environment
- Peer Support Supervision
- Clinical Supervision
- Administrative and Organization related skills with ability to effectively prioritize tasks in fast paced environment
- Budget Management
- Presentation and Community Outreach
- Excellent communication skills
- Team Focused

Equipment Use: Desktop/laptop computer, Word, Excel, Online Health Record

NOTE: Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, either orally or in writing.

Salary/Hours M – F (9-5) Potential Evening/Weekend Work as needed. Rotating On-Call. Travel between locations required. PDAP is open Monday-Saturday

Salary: Highly Competitive

Address
Administration Location: 840 Gessner Houston TX 77024
Satellite Locations: 725 Bateswood Houston TX 77079
6221 Main St. Houston TX 77030

Contact Person
Scarlet DeJesus, Office Manager

Email Address admin@pdaphouston.org

Application Method
Email: Cover Letter, Resume, Three Letters of Recommendation
(MUST be sent in at the same time to be considered; applicants unable to do so will not be considered for the position)

Opening Date 02/01/2020
Close Date: 02/29/2020

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