

### **Administrative Analyst**

1. Responsible for collecting, tracking, coordinating and analyzing the agency's administrative and fiscal services, along with managing the agency's business operations to ensure a safe, therapeutic environment that complies with all licensing regulations.
2. Monitors all administrative and financial activity which includes formulating and interpret fiscal budgets and policies.
3. Determines and design procedure to address unique operational needs.
4. Monitors and prepare quarterly budget status reports and statistical summaries.
5. Provides program analysis and reports quality assurances related to treatment services.
6. Research and develop strategies for meeting goals and implementation of programs and processes. (15, 17)
7. Assists in the administration of all payroll and personnel actions.
8. Tracks all client services, coordinates referrals for services, enters data into databases. (6)
9. Prepares various reports for Federal, State and County purposes and analyzes for compliance to agency budgets and policies.
10. Analyzes program outcome measures for continuous quality improvement. (15, 17)
11. Revises our Policies and Procedures Manual and aides in the implementation of Drug Medi-Cal protocols. (4, 6)
12. Produces accurate documentation of data records and complete associated paperwork in a timely manner for internal purposes, as well as providing documentation required by sources external to the agency.
13. Assists in developing and maintaining programs in relationship to client size and best practices. (15, 17)
14. Assists in the administration of all payroll and personnel actions.
15. Processes payroll tax reports including required state and federal forms.
16. Tracks all employee benefits.

### **Administrative Analyst**

17. Ensures that all staff are knowledgeable of and comply with all agency policies and procedures, including the agency code of ethics and confidentiality.
18. Assists staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development.
19. Maintains accurate personal files.
20. Monitors compliance with all required standards, regulations, state and federal guidelines by reviewing quality of clinical documentation.
21. Assists in conducting monthly in-service trainings.
22. Reviews client feedback for suggestions on improving services.
23. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)

## **Business Manager**

1. Business, Data and Budgetary Management:
  - a. Monitor and process all financial activity which includes formulate and interpret fiscal budgets and policies;
  - b. Determine and design procedure to address unique operational needs;
  - c. Serve as primary resource for all accounting, financial and audit policies and procedures;
  - d. Monitor and prepare quarterly budget status reports and statistical summaries;
  - e. Design balancing and auditing systems;
  - f. Identify potential problem areas related to group structures, surpluses, provide internal training with regard to policy changes, regulations, etc. and organized focused workshops as necessary.
  - g. Research and develop strategies for meeting goals and implementation of programs and processes;
  - h. Administer and direct all payroll/personnel actions;
  - i. Maintenance and monitoring of client resources data.
    - i. Tracks all client services, coordinates referrals for services, enters data into databases, prepares various reports for Federal, State and County purposes and analyzes for compliance to agency budgets.
  - j. Assists in developing and maintaining programs in relationship to client size and best practices.
  - k. Act as a liaison between Sobriety Works and the criminal justice system and outside agencies. (Medi-Cal related case coordination – 6)
  
2. Human Resources Management:
  - a. Supervision of all staff ensuring that services are reflective of current best practices.
  - b. Process payroll, payroll tax reports, required state and federal forms.
  - c. Responsible for tracking employee benefits.
  - d. Ensure that all staff are knowledgeable of and comply with all agency policies and procedures, including the agency code of ethics and confidentiality.
  - e. Provide information regarding the agency to staff that is required in order for them to adequately perform their assigned responsibilities.

Continued on following page

**Business Manager – cont'd.**

- f. Assist staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development.
  - g. Evaluate the performance of staff annually or more often as needed. Develop and maintain positive working relationship with other community providers.
  - h. Maintains accurate personal files and is responsible that all staff are orientated to the agency's Policies and Procedures Manual.
  - i. Monitor compliance with all required standards, regulations, state and federal guidelines by reviewing quality of clinical documentation.
  - j. Conduct Monthly In-service Trainings.
  - k. Review client feedback for suggestions on improving services.
  - l. Develop and maintain client referral resources. (Medi-Cal related planning – 15, 17)
  - m. Fills in with any administrative or client intake duties on an as needed basis.
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
  4. Coordinates Medi-Cal covered health services for a client. (6)
  5. Assists individuals and families with aspects of the Medi-Cal application process. (8)
  6. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
  7. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
  8. Attends training related to the performance of MAA. (20)

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Date

### **Clinical Director**

1. Supervision of all clinical staff to ensure that clinical staff performs their job responsibilities as described in their job description providing periodic feedback regarding their performance of their job responsibilities.
2. Ensure that services provided by clinical staff are reflective of current best practices.
3. Assist clinical staff in developing effective treatment plans for their clients.
4. Ensure that clinical staff are knowledgeable of and comply with all agency policies and procedures, including the agency code of ethics.
5. Assist clinical staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development.
6. Evaluate the performance of clinical staff annually or more often as needed.
7. Assist clinical staff in developing individualized plans for professional development.
8. Encourage clinical staff to participate in continuous quality improvement activities designed to improve the efficiency, effectiveness, and client satisfaction with treatment programs.
9. Assist all staff in promoting a healthy, comfortable and supportive working environment.
10. Develop and maintain positive working relationship with other community providers.
11. Develop Brochure and marketing strategy.
12. Monitor compliance with all required standards, regulations, state and federal guidelines by reviewing quality of clinical documentation.
13. Maintain on-call staff pool.
14. Conduct Monthly Inservice Trainings.

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**Clinical Director – cont'd.**

15. Conduct intakes, interventions and assessments to clients for chemical dependency.
16. Review client feedback for suggestions on improving services.
17. Develop and Maintain referral resources.
10. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
11. Coordinates Medi-Cal covered health services for a client. (6)
12. Assists individuals and families with aspects of the Medi-Cal application process. (8)
13. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
14. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
15. Attends training related to the performance of MAA. (20)

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Date

## **Counselor**

1. Provides counseling services in both individual and group settings.
2. Conducts case management and coordination and supervision of the substance use disorder treatment program and staff. (Medi-Cal related case coordination – 6)
3. Provides assessments for substance use disorder treatment admissions.
4. Completes of appropriate documentation within established timeframes.
5. Provides support and assistance to clients in planning and attaining their treatment goals.
6. Participates in weekly clinical discussions.
7. Conducts treatment planning and education.
8. Conducts drug screening tests.
9. Through the development of personalized treatment plans, provides counseling and education via treatment groups and individual sessions appropriate to clientele.
10. Works in consultation with county employees, members of the legal, medical and psychiatric communities, and others on behalf of clients. (Medi-Cal related case coordination – 6)
11. Interacts with family members and client support members.
12. Refers clients and/or family members in accordance with the parameters of individual situations, including the management of crisis situations. (Medi-Cal related outreach – 4)
13. Produces accurate documentation of clinical records and complete associated paperwork in a timely manner for internal purposes, as well as provides documentation required by sources external to the agency.
14. Maintains open communication by adhering to proper lines of authority and organizational structure.
15. Communicates effectively and professionally with clients, peers and others.

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**Counselor – cont’d.**

- 16. May represent the agency in court.
- 17. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
- 18. Coordinates Medi-Cal covered health services for a client. (6)
- 19. Assists individuals and families with aspects of the Medi-Cal application process. (8)
- 20. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
- 21. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)



## **Executive Director**

### **Business, Data and Budgetary Management:**

1. Monitor and process all financial activity to include formulate and interpret fiscal budgets and policies;
2. Determine and design procedure to address unique operational needs;
3. Serve as primary resource for all accounting, financial and audit policies and procedures;
4. Monitor and prepare quarterly budget status reports and statistical summaries;
5. Design balancing and auditing systems;
6. Identify potential problem areas related to group structures, surpluses, provide internal training with regard to policy changes, regulations, etc. and organized focused workshops as necessary.
7. Research and develop strategies for meeting goals and implementation of programs and processes; administer and direct all payroll/personnel actions;
8. Maintenance and monitoring of client resources data.
9. Tracks all client services, coordinates referrals for services, enters data into databases, prepares various reports for Federal, State and County purposes and analyzes for compliance to agency budgets.
10. Assists in developing and maintaining programs in relationship to client size and best practices and acts as a liaison between Sobriety Works and outside agencies.

### **Human Resources Management:**

1. Supervision of all staff ensuring that services are reflective of current best practices.
2. Process payroll, payroll tax reports, required state and federal forms.
3. Responsible for tracking employee benefits.
4. Ensure that all staff are knowledgeable of and comply with all agency policies and procedures, including the agency code of ethics and confidentiality.

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**Executive Director – cont'd.**

5. Provide information regarding the agency to staff that is required in order for them to adequately perform their assigned responsibilities.
6. Assist staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development.
7. Evaluate the performance of staff annually or more often as needed.
8. Develop and maintain positive working relationship with other community providers.
9. Maintains accurate personal files and is responsible that all staff are orientated to the agency's Policies and Procedures Manual.
10. Monitor compliance with all required standards, regulations, state and federal guidelines by reviewing quality of clinical documentation.
11. Conduct Monthly In-service Trainings.
12. Review client feedback for suggestions on improving services.
13. Develop and maintain client referral resources.
14. Fills in with any administrative or client intake duties on an as needed basis.
15. Provide analytical strategies for short- and long-term planning; research and develop strategies for meeting goals and implementation of programs and processes;
16. Develop staff training plans;
17. Develop job descriptions, recruitment advertising, and outreach strategies;
18. Conduct classification analysis;
19. Administer and direct all payroll/personnel actions;

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**Executive Director – cont'd.**

20. Assist in drafting labor relations memos; develop database model for maintenance and monitoring of client resources data;
21. Prepare various reports for State and County purposes;
22. Develop and maintain programs in relationship to client size.
23. Develop brochure and marketing strategy.

**Medi-Cal Administrative Activities:**

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Coordinates Medi-Cal covered health services for a client. (6)
3. Assists individuals and families with aspects of the Medi-Cal application process. (8)
4. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
5. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
6. Assists with administrative aspects of the MAA claiming process. (19)
7. Attends training related to the performance of MAA. (20)

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### **Intake Coordinator**

1. To report to the Executive Director and Clinical Director on a weekly basis regarding client and staff issues and program utilization;
2. To oversee function and services of onsite management and volunteers as related to screening, intake, client Medi-Cal awareness/referrals, and client fees collection;
3. Under the general oversight of the Executive Director and the specific oversight of the Clinical Director, to support the development of goals, policy and procedures affecting clientele and bed count;
4. To perform specific tasks given by the Executive Director and Program Director;
5. To represent Sobriety Works to the public and recovery community as appropriate;
6. To communicate with corrections, probation, parole, the courts, and other referral sources about client status, bed availability, and treatment evaluation through written correspondence, telephone, email, and off-site/on-site meetings.
7. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
11. Attends training related to the performance of MAA. (20)
12. Conducts case management and coordination and supervision of the substance use disorder treatment program and staff. (Medi-Cal related case coordination – 6)
13. Completes of appropriate documentation within established timeframes.
14. Refers clients and/or family members in accordance with the parameters of individual situations, including the management of crisis situations. (Medi-Cal related outreach – 4)

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### **Office Coordinator/Clerical Data Entry**

1. This individual will provide general office reception to potential clients, representatives of the county, the court system, and the general public, in person, on the telephone and via other communications methods.
2. Incumbent also provides assistance to other agency staff by providing clerical support and document management as needed.
3. Incumbent also has responsibility with regard to the clean and sober houses in the areas of screening, client placement, tracking and communication.
4. Specifically, incumbent is responsible for SLE coordination in the following areas:
  - a. Client assignment into residential facilities,
  - b. Management of the client housing files and housing rosters,
  - c. Assisting clients in accessing County wide services, and
  - d. Serving as a liaison between residential staff and the agency at large.
5. The individual also is responsible for tracking County client referrals, slot management, weekly data entry into the County's ShareCare program and entering client records into the Sobriety Works database and reviewing all databases for accuracy.
6. Incumbent also provides assistance to the Business Manager in regards to the collection process of fees rendered for services.
7. This aspect includes the collection of fees from current and former housing and treatment clients, gathering client contact information, completing financial agreements, and assisting in communicating fee policies and payment plans.
8. Incumbent also obtains insurance information from clients and performs insurance benefit checks in order to verify whether or not the client has coverage for our agency and performs billing duties for insurance clients.
9. The individual is also accountable for the organization and completion of various aspects of the client drug testing process.

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**Office Coordinator/Clerical Data Entry – cont'd.**

10. This includes coordination of the urine analysis rosters, filing reports received from the laboratory in client charts and administering urine tests for same sex clients and oral tests for opposite sex clients.
11. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
12. Coordinates Medi-Cal covered health services for a client. (6)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)
14. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
15. Attends training related to the performance of MAA. (20)

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### **Parent Mentor**

1. Provide guidance and support to parents in the Dependency Court system identified as potential clients for Family Preservation Court (FPC).
2. Parent Mentor will meet potential clients at court, offer them encouragement and hope, and assist them in the application process.
3. Parent Mentor will share their personal experience with the court process, motivating and enhancing the ability of each parent to successfully reunify with their children.
4. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
8. Attends training related to the performance of MAA. (20)

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### **Program Coordinator**

1. Responsible for internal and external operational/administrative liaison, program marketing, and reporting of Sobriety Works program implementation within and among local county agencies and community stakeholders.
2. Assists in creating and maintaining a positive, therapeutic and safe environment for Sobriety Works clients.
3. Provides program analysis and reports quality assurances related to the agency and clients served.
4. Provides counseling services in both individual and group setting.
5. Provides community outreach and marketing of our services.
6. Analyzes program outcome measures for continuous quality improvement.
7. Interacts with local community partners.
8. Reviews business development ideas.
9. Compiles reports and proposals.
10. Aides in our transition to Electronic Health Records.
11. Revises our Policies and Procedures Manual and aiding in the implementation of Drug Medi-Cal protocols.
12. Conducts case management including screening, assessment, intake and orientation processes for Intensive Outpatient and Day Treatment clients. (Medi-Cal related case coordination – 6)



13. Produces accurate documentation of clinical records and complete associated paperwork in a timely manner for internal purposes, as well as providing documentation required by sources external to the agency.
14. Fills in as counselor when needed providing clinical support by facilitating groups in the event of a staff absence.

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**Program Coordinator – cont'd.**

15. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
16. Coordinates Medi-Cal covered health services for a client. (6)
17. Assists individuals and families with aspects of the Medi-Cal application process. (8)
18. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
19. Attends training related to the performance of MAA. (20)

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Date

### **Program Director**

1. Supervision of all clinical staff to ensure that clinical staff performs their job responsibilities as described in their job description providing periodic feedback regarding their performance of their job responsibilities.
2. Ensures that services provided by clinical staff are reflective of current best practices.
3. Assists clinical staff in developing effective treatment plans for their clients.
4. Ensures that clinical staff are knowledgeable of and comply with all agency policies and procedures, including the agency code of ethics.
5. Assists clinical staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development. (Medi-Cal related planning – 15, 17)
6. Evaluates the performance of clinical staff annually or more often as needed. Assist clinical staff in developing individualized plans for professional development.
7. Encourages clinical staff to participate in continuous quality improvement activities designed to improve the efficiency, effectiveness, and client satisfaction with treatment programs.
8. Assists all staff in promoting a healthy, comfortable and supportive working environment.
9. Develop and maintain positive working relationship with other community providers.
10. Develop Brochure and marketing strategy.
11. Monitor compliance with all required standards, regulations, state and federal guidelines by reviewing quality of clinical documentation.
12. Maintain on-call staff pool.
13. Conduct monthly in-service trainings.
14. Conduct intakes, interventions and assessments to clients for chemical dependency.
15. Review client feedback for suggestions on improving services.

**Program Director – cont’d.**

16. Develop and Maintain referral resources. (Medi-Cal related outreach – 4)
17. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
18. Coordinates Medi-Cal covered health services for a client. (6)
19. Assists individuals and families with aspects of the Medi-Cal application process. (8)
20. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
21. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
22. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
23. Assists with administrative aspects of the MAA claiming process. (19)
24. Attends training related to the performance of MAA. (20)

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Date