



Pennington County
Clinical Director
(Exempt C51)

Position Objective:

The Clinical Director assigned to the Care Campus Addiction Treatment Services (ATS) is responsible for the day-to-day operations required to provide counseling services to clients undergoing detox, court-ordered, inpatient or outpatient treatment for alcohol or drug affliction. This includes the direct oversight of the addiction treatment counseling and administrative services staff. The Clinical Director reports to the Chief Deputy and operates under the mission and philosophies of the Pennington County Sheriff's Office (PCSO). The Clinical Director works in partnership with the Housing Director as the PCSO Care Campus representative within the community and as a liaison between the entities providing services at the Care Campus.

This is an exempt position typically staffed during weekday daytime hours. Flexible weekend and evening hours will be required occasionally. This position is on-call for with the exception of paid leave time for client related issues.

An office cell phone or reimbursement is provided. Business casual is appropriate attire. Occasional in-state, overnight travel is required.

Essential Functions:

- Supervising day-to-day operations in a manner consistent with the Sheriff's Office philosophy.
- Supervising the Clinical Supervisor, Counseling staff and Administrative staff to include; selection, training, scheduling, assigning work, enforcing policy to include disciplinary action, and conducting performance reviews.
- Assisting supervisory staff and the Chief Deputy in addressing staff issues to include: medical, disciplinary, personal and employment status changes.
- Serving as the point of contact for:
 - The State Department of Health
 - The State Department of Social Services
 - Lutheran Social Services Staff assigned to residential client programs.
- Maintaining compliance with accreditation standards, existing contracts/grants.
- Assisting in the addition, maintenance, review and reduction of programs/services provided to clients.
- Assisting in the annual budget preparation, presentation and maintenance process.
- Serving as a liaison and representative of the Care Campus.
- Assisting the training division in ensuring ongoing professional development and new employee training is current and completed.
- Developing, implementing and enforcing policies.
- Assisting in providing crisis intervention for clients.
- Attending meetings and trainings as necessary.
- Ensuring compliance with pertinent federal, state, local and accreditation regulations.
- Adhering to Sheriff's Office policies and division specific policies.
- Providing on-call assistance.

- Performs related duties.
- Research, gather data and prepare reports, presentations and publication.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Education equivalent to meeting the State of South Dakota Licensed Addiction Counselor Certification requirements.
- Licensed Addiction Counselor in the State of South Dakota.
- Six years' working experience in an addiction treatment facility.
- Minimum of two years' experience in supervision.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is performed in a secure housing facility. The typical work environment is an office or meeting room setting. Occasionally it will include exposure to medical emergencies, aggressive, suicidal, detoxing and intoxicated behaviors.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While not a primary duty, the Housing Director will be responding to assist emergent situations. This on occasion will require the ability to restrain adult individuals or perform CPR and first aid response. Running, bending, twisting, pulling and lifting up to 100 pounds.