

# Drug and Alcohol Administrator

Jefferson Behavioral Health System – Steubenville, OH

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## Job Description

We are looking for a responsible Administrator to organize our company's day-to-day operations for our Drug and Alcohol program. Your job will be to provide management to your employees and coordinate all daily activities. The Administrator should be highly organized and able to multitask with ease. Our ideal candidate has experience running a drug and alcohol program at a behavioral health and addiction use disorder agency. You should be an expert in medical records systems, Ohio Revised Code standards, office software (e.g. MS Office), spreadsheets and presentations. Ultimately, a successful Administrator should be able to ensure the office and services run smoothly.

## Responsibilities

- Supervision of all licensed staff
- Review and sign off on all progress notes
- Assign new clients to a provider
- Monitor case loads
- Community outreach
- Monitor productivity and ensure the program is successful
- Resolve conflicts between clients and staff
- Oversee staff and coverage when staff are out of the office
- Sign off on all time off for employees
- Oversee staff's timely submission of timesheets
- Disciplinary action when needed
- Interact and provide recommendations to Executive Board

## Skills

- Proven experience as an Administrator of a drug and alcohol program
  - Knowledge of office policies and procedures
  - Proven experience in a medical records system
  - Experience with office management tools (MS Office software, in particular)
  - Excellent organizational and time-management skills
  - Strong written and oral communication skills
  - Problem-solving attitude with an eye for detail
  - Masters degree in Counseling or Social Work, with a licensed supervisor designation
- Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

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## Application Questions

**You have requested that Indeed ask candidates the following questions:**

- How many years of Drug and Alcohol Administrator experience do you have?
- What is the highest level of education you have completed?
- Do you have the following license or certification: LISW-S?
- Do you have the following license or certification: LPCC-S?
- When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.