

**Peer Assistance Services, Inc.
Job Description**

Job Title Assistant Director	Program (s) TASC	FLSA Exempt Status Salary Exempt
Date: February 9, 2010	Date of Last Revision February 9, 2010	Hours Monday – Friday 8:00a.m. – 6:30p.m. (Hours vary by office)

Colorado TASC (Treatment Accountability for Safer Communities) is a statewide program that provides comprehensive case management services to individuals on parole who have substance use disorders. The Colorado TASC program is comprised of four regional programs.

Principle Duties & Responsibilities:

The TASC Assistant Program Director primary responsibilities include:

- Assist and support the Colorado TASC Director to supervise staff and manage daily operations of assigned regional TASC Program. Supervision of staff and operations at all regional offices includes: development of staff schedules, UA calendar, and training schedule; conducting chart and data audits; basic facilities management for each office including monitoring of equipment, maintenance needs, etc.
- Work with the Colorado TASC Director to address program issues.
- Assure adherence to the TASC standards of practice.
- Assure adherence to Department of Corrections contract.
- Maintain an assigned caseload of individual clients, to include all duties and responsibilities as outlined in the TASC Case Manager job description.
- Cultivate and maintain relationships with the Department of Corrections and community-based agencies
- Serve on PAS, Department of Corrections, and Community committees at the request of the Colorado TASC Director.
- Additional duties as assigned.

Reports to: Colorado TASC Director

Direct Reports: None

Job Specifications: Bachelor degree in Human/Behavioral Services, Criminal Justice, or related field. Masters degree preferred. CAC III certification or relevant knowledge of substance use required. MS office proficiency required. Recent management experience. Excellent verbal and written communication skills.

Professional Characteristics:

- Successful completion of a comprehensive background examination conducted by the Colorado Department of Corrections and Completion of the Colorado Department of Corrections Training Academy
- Understands and supports the mission of Peer Assistance Services, Inc. and TASC
- Recognizes obligation to confidentiality of program participants and records
- Supports the disease precept of addiction
- Demonstrates the ability to communicate effectively with individuals
- Has the ability to relate to diverse groups
- Ability to establish and maintain effective working relationships with other Peer Assistance Services staff, the Department of Corrections and other organizations in the community

Working Conditions: Favorable office environment with some state-wide travel required and regular regional travel required. Periodic weekend hours required. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to normal office equipment with the risk of electric shock. The employee occasionally works near moving mechanical parts such as copy machines, postage meters, etc. The noise level in the work environment is usually moderate.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle; or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel or crouch. Manual dexterity required for data entry.

The employee must regularly lift and or move up to 25 pounds, and occasionally lift and or move up to 40 pounds. Good visual and auditory acuity required for client assessment and interaction. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Same gender matching required for observation of specimen collection.

Disclaimer Statement: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for employees assigned to this job.

To apply please e-mail resume and cover letter to hr@peerassist.org or via fax at 720.213.0002 (phone calls will not be accepted). Minorities are encouraged to apply. EOE.