

## Peer Assistance Services, Inc. Position Description

Peer Assistance Services, Inc. (PAS) is a community-based, 501(c)(3), not-for-profit Colorado corporation. Our mission statement, *dedicated to quality, accessible prevention and intervention services in workplaces and communities, focusing on substance abuse and related issues*, guides all agency programming. At the core of PAS are the values of integrity, respect, compassion, perseverance, and vision. Each staff member operates from these to ensure the success of the agency. Each staff member supports the disease model of addiction.

**Competencies:**

*Communication:* Communicates professionally, appropriately and clearly both verbally and in writing. Communicates and reports accurately and in a timely manner, meeting designated deadlines. Shares information and ideas with others and collaborates with agency staff and community partners. Acts as a public representative of the agency both internally and externally, consistently exemplifying agency mission, vision and values.

*Decision Making/Judgment:* Recognizes opportunities and matters affecting agency and programs, gathers information, sorts through complex issues and seeks input from others. Makes decisions consistent with agency policies and procedures and level of responsibility. Within the bounds of assigned responsibilities, makes timely decisions, using consensus when possible. Communicates decisions to others in a timely and appropriate manner. Respects and adheres to team/supervisor/agency decisions.

*Job Knowledge:* Understands scope of responsibilities, possesses and maintains necessary job knowledge and has required technical skills. Understands and integrates agency vision, mission and values into daily work.

*Collaboration and Planning:* Sets goals in accordance with contract requirements and agency policies. Develops plans and manages resources to meet goals. Aligns plans with agency vision, mission and values. Coordinates and cooperates with others. Holds self and others accountable. Tracks, measures and reports outcomes.

*Quality:* Committed to excellence and continuous quality improvement.

<b>Position Title: TASC Program Director</b>			
<b>Program (s)</b> Colorado TASC Southeast Region	<b>FLSA Status</b> Exempt	<b>Hours:</b> Monday – Friday 7:30 a.m. – 6:30 p.m., varies by office Occasional night and weekends	<b>Date of Last Revision</b> December 9, 2011

**Program Summary:** Colorado TASC (Treatment Accountability for Safer Communities) is a statewide program that provides comprehensive case management services to offenders on parole who have substance use or co-occurring disorders.

**Education and Experience:**

Bachelor degree in Human Services, Behavioral Services, Criminal Justice or related field required. Master degree preferred. CAC III certification or relevant knowledge of substance use required.

**Required Skills:**

- Comprehensive understanding of substance use or co-occurring disorders and therapeutic interventions
- Ability to effectively analyze and manage based on programmatic needs
- Commitment to problem-solving and decision-making utilizing professional judgment
- Detail oriented organizational skills and accuracy
- Prioritizes well and maintains appropriate sense of urgency
- Strong written and verbal communication skills
- Ability to communicate and work with clients, staff, and community partners in a professional manner
- Ability to work independently as well as part of a team
- Proficient with MS Office
- Demonstrated experience in supervision of staff
- Recognizes legal obligation to confidentiality of program participants and records

**Principle Duties & Responsibilities:**

- Supervise staff and daily operations of assigned regional TASC Program.
- Leadership of staff through role modeling and ongoing communication
- Responsible for development of staff and training schedules
- Regular file and database audits, as required by the Standard Operating Procedures
- Basic facilities management for including monitoring of equipment, maintenance needs, etc.
- Work with other TASC Program Directors to address programmatic issues and adherence to the Standard Operating Procedures.
- Assist Case Managers and Intake Coordinators in maintaining their assigned caseloads, to include all duties and responsibilities outlined in the position descriptions.
- Provide clinical supervision to program staff to ensure contract compliance

- Cultivate and maintain relationships with the Department of Corrections, Division of Adult Parole and community-based treatment agencies
- Represent PAS and Colorado TASC in the community as appropriate.
- Assist the Colorado TASC Director and CEO in achieving strategic initiatives of the agency and the Colorado TASC program.
- Other duties as assigned

**Reports to:** Colorado TASC Director

**Direct Reports:** Team Lead, Case Managers and Intake Coordinators

**Working Conditions:** Favorable office environment with in-state travel required. Periodic weekend hours required.

**Physical Requirements:** Position requires intermittent sitting, standing, and walking. Occasional lifting of up to 40 pounds. Good visual and auditory acuity required for client assessment and interaction. Manual dexterity required for data entry. 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](mailto:hr@peerassist.org) (phone calls will not be accepted). Minorities are encouraged to apply. EOE.**