



Make a difference
MAINE
State Government

*Department of Health and Human Services
Direct Hire Vacancy Announcement*

Associate Director Treatment and Recovery Services
(Public Service Manager II)
(#030304436)

CODE: MA32 RANGE: 32 (confidential) SALARY RANGE: \$55,203.20-\$75,795.20/yr

Value of State-paid Health & Dental Insurance: \$350.72 biweekly

Value of State's share of employee's retirement: 21.17% of pay

OPENING DATE: March 9, 2015

CONTACT: Debra Webb

CLOSING DATE: March 13, 2015

TELEPHONE: (207) 287-4263

LOCATION: Augusta

Agency Information: The Department of Health and Human Services (DHHS) provides supportive, preventive, protective, public health and intervention services which protect the public health and assist our customers and caregivers in meeting their needs; and that assist families in providing for the developmental, health and safety needs of their children. The Substance Abuse and Mental Health Services (SAMHS) Office is responsible for providing leadership and active partnership in Maine's comprehensive system of support to communities and individuals with substance abuse and mental health condition across the prevention, intervention, treatment and recovery system and across the lifespan.

As the Associate Director of Treatment and Recovery Services you will be planning, coordinating, and directing the substance abuse and mental health treatment and recovery services of the Office of Substance Abuse and Mental Health Services (SAMHS) on a statewide basis. You will be responsible for program planning, policy development and implementation; oversee the substance abuse workforce development plan, program evaluation and management. You will provide supervision of the day-to-day operation of the mental health treatment and recovery services of SAMHS Office. Duties also include supervising multiple program areas and staff, developing/presenting/discussing/interpreting agency policy, procedures, standards and expectations. You will also review, analyze, and monitor program data and related programmatic issues and you will represent the Office at local, state, regional, and national meetings.

Requirements: A minimal requirement of a Bachelors Degree in the mental health, social sciences, behavioral health, health, education or related field and at least six (6) years of professional experience and responsibility in substance abuse and/or mental health (both preferred), to include at least three (3) years at the program management/administrative level within the related field.

Required Skills:

The background of well-qualified candidates will demonstrate expertise in the following areas; please address your experience in the following areas in a cover letter:

- 1) The ability to accomplish goals by effectively leading people and managing material resources;
- 2) A record of developing and successfully implementing policies and procedures necessary to carry out the mission;
- 3) knowledge of organizational developmental theory and practice;
- 4) knowledge of substance abuse, mental health, treatment and recovery programs and services, policies, funding, rules and regulations.

APPLICATION AND INFORMATION:

For additional information about this position please contact Debra Webb, Personnel Manager at (207) 287-4263 or e-mail us at debra.l.webb@maine.gov. **To apply, please forward a completed State of Maine application form, resume and on a separate sheet of paper address the required skills listed above prior to the recruitment closing date.**

Department of Health and Human Services
HR Service Center: Attention: D. Webb
#11 State House Station
Augusta, ME 04333-0011

The Department of Health and Human Services is an Equal Opportunity/Affirmative Action employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.