

## **Lackawanna County Commission on Drug and Alcohol Abuse SCA (Single County Authority) Administrator**

The Lackawanna County Commission on Drug and Alcohol Abuse is a Public Executive Commission, operating as a department of County Government and as one part of a broad system of county human services. The Commission serves as the SCA in fulfillment of state contracts and regulations; and the Administrator is employed by the County Commissioners to serve as the director of the Commission on Drug & Alcohol Abuse and holds responsibility for the general management of the county drug and alcohol system.

Lackawanna County is committed to preventing and treating substance abuse problems in our planning and service area. Appropriate services are delivered in partnership with qualified providers and the entire program is guided by a philosophy that embraces dignity and respect and promotes resiliency and recovery. The Lackawanna County Commission on Drug and Alcohol Abuse supports a wide range of drug and alcohol services that fit into three main categories: prevention, intervention and treatment.

### **Job Responsibilities:**

- Engages in work focused on implementing and assisting in the planning, organizing, directing and administering of a comprehensive drug and alcohol program for a Single County Authority under a Public Executive Commission model.
- Directs the operations of the Lackawanna County Commission on Drug and Alcohol Abuse and ensures compliance with the PA Drug and Alcohol Abuse Control Act, the DOH Contract, Pennsylvania Code, Civil Service procedures, SCA mandates, policies, procedures and directives.
- Engages in work that is responsible for the performance of a variety of managerial functions involving fiscal management, organizational planning, program administration, inter-departmental coordination, public relations, data management and general administration.
- Develops and implements contracts, allocates funds for the provision of services, and monitors provider compliance with contracts.
- Studies, analyzes and evaluates community needs and resources in collaboration with other County Departments and community stakeholders in order to ensure the county adheres to its philosophy of creative integrated human services planning so that resources are maximized, duplication of effort is eliminated and the strengths of the individual and/or family in need are supported.
- Directs the preparation of reports and documents for various state and county authorities, including the SCA annual plan as mandated by the state.
- Engages the Commission Advisory Council, whose members are appointed by the Commissioners, to ensure that the drug and alcohol service needs of the community are identified, a continuum of care and a drug and alcohol abuse treatment system is developed and is responsive to the needs of the public; and that service providers are available to deliver needed services.
- Represents Lackawanna County on appropriate boards and commissions, including but not limited to the Northeast Behavioral Health Care Consortium, the Lackawanna County Criminal Justice Advisory Board, the Lackawanna County Human Service Task Force and the PA Association of County Drug and Alcohol Administrators in order to develop, enhance and maintain positive working relationships with concerned stakeholders, including consumers, their families, school districts, law enforcement entities, the judicial system and the provider network.

### **Knowledge, Skills and Abilities:**

- Knowledge of the laws, regulations, policies and procedures governing the administration of drug and alcohol programs.
- Knowledge of the needs assessment process including the methodologies that are applied in collecting, reviewing, analyzing and interpreting statistical data.

- Knowledge of the principles and practices of drug and alcohol program planning and development as it relates to the implementation of service provision.
- Knowledge of the principles and methodologies of a drug and alcohol managed care system.
- Knowledge of the principles and methods of business or public administration and supervision as it relates to fiscal management and program development.
- Ability to prepare program descriptions and written grant proposals to apply for additional alternative funding.
- Ability to interpret policies/procedures, rules/regulations and legislation and to understand and apply financial management principles to monitor compliance of subcontractors.
- Ability to speak effectively in public and express ideas clearly and concisely, orally and in writing.
- Ability to stimulate community action and assist in drug and alcohol treatment, intervention and prevention programs to meet consumer and community needs.
- Ability to participate as a member of integrated human services team
- Ability to provide leadership and to establish and maintain effective working relationships with agency staff, public and private agencies, county commissioners, court officials, community groups and organizations, federal, state and county officials and the general public.

**Minimum Experience and Training:**

A Masters Degree or above from an accredited college with a major in a related behavioral science (e.g., chemical dependency, social work, counseling, nursing) or public administration and two years of professional experience in providing direct service or program planning, including two years of supervising human service professionals; or a Bachelors Degree from an accredited college with a major in a related behavioral science (e.g., chemical dependency, social work, counseling or public administration), including four years of professional experience providing direct service or program planning, including two years of supervising human service professionals.

Lackawanna County offers medical, dental, vision and prescription plan, pension plan and paid time off.

Interested candidates, please submit a letter of interest, resume and salary requirements by December 5, 2008 to:

Deputy Director for Human Resources  
Courthouse Administration Building  
200 Adams Avenue  
Scranton, PA 18503  
EMAIL: [Elkinsm@lackawannacounty.org](mailto:Elkinsm@lackawannacounty.org)