



## Job Description

<b>Job Title:</b>	OASAS Program Director	<b>Employee Name:</b>	TBD (1 position to fill)
<b>Department:</b>	MHC	<b>FLSA Status:</b>	Exempt
<b>Reports To (Name/Title):</b>	TBD	<b>Position Type:</b>	Full-time
<b>Weekly Hours:</b>	35 hours per week	<b>Proposed Pay:</b>	\$95,000.00 - \$100,000.00
<b>Location:</b>	1955 McDonald	<b>Prepared By:</b>	Janet Abed
<b>Prepared Date:</b>		<b>Last Updated Date:</b>	12/16/2025

### Position Summary

We are seeking an experienced and compassionate Program Director for our Outpatient Substance Abuse Disorder Treatment Center (OASAS certified). The ideal candidate will have strong leadership skills and a deep understanding of OASAS regulations, substance abuse treatment/recovery models and OASAS compliance. As Program Director, you will be responsible for overseeing the development, implementation, and management of our outpatient treatment programs. Your role will ensure that clients receive high-quality, evidence-based care in a supportive and therapeutic environment.

### Key Responsibilities:

- **Program Management & Leadership:**
  - Oversee the daily operations of the outpatient substance abuse treatment program including OASAS regulations and compliance.
  - Develop, implement, and ensure adherence to policies and procedures that support the center's mission and goals.
  - Lead and supervise clinical staff, providing guidance, support, and training as needed.
  - Ensure compliance with state and federal regulations and licensing standards.
  - Monitor program performance through regular data analysis and client feedback.
  - Conduct regular staff meetings and ensure effective communication between staff and management.
- **Client Care & Treatment Planning:**
  - Oversee the development and implementation of individualized treatment plans for clients.
  - Ensure that clients receive comprehensive and culturally competent treatment services.
  - Provide direct supervision to clinical staff involved in client assessments, counseling, and discharge planning.
  - Foster a client-centered environment that promotes recovery, wellness, and resilience.
  - Ensure that a full range of therapeutic services is available, including individual and group therapy, case management, and support services.
- **Staff Development & Training:**
  - Facilitate the ongoing professional development of staff members.
  - Ensure staff receive regular feedback and performance evaluations.
  - Oversight on relevant staff training and achieving best practices and new evidence-based treatment methods.
  - Promote a positive and collaborative work environment that encourages staff retention and job satisfaction.
- **Quality Assurance & Compliance:**
  - Monitor clinical documentation to ensure compliance with accreditation and regulatory standards.



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- Implement and maintain quality improvement processes, including client outcomes and treatment effectiveness.
- Conduct audits and ensure timely, accurate reporting of client progress and program outcomes.
- Prepare reports for management and stakeholders regarding program performance, challenges, and successes.
- **Community Outreach & Stakeholder Relations:**
  - Build and maintain relationships with community partners, including healthcare providers, social services, and legal agencies.
  - Represent the treatment center at community meetings and conferences.
  - Engage in outreach activities to promote the center's services and establish referral networks.

### Job Requirements:

- **Education & Experience:**
  - Master's Degree in Social Work (LMSW), Clinical Social Work (LCSW), or Mental Health Counseling (LMHC). Other relevant degrees will be considered.
  - Minimum of 5 years of experience in a clinical setting, with at least 2 years in a supervisory or program management role.
  - Experience working in outpatient substance abuse treatment or a related behavioral health field is required.
  - Knowledge of evidence-based treatment models for substance abuse disorders (e.g., CBT, DBT, Motivational Interviewing, etc.).
  - Experience with the Orthodox Jewish population required.
- **Licensing & Certification:**
  - Current, valid LMSW, LCSW, or LMHC licensure in the state of operation.
  - Additional certifications in substance abuse treatment (e.g., CASAC) are a plus.
- **Skills & Abilities:**
  - Strong leadership, communication, and organizational skills.
  - Ability to develop and maintain effective working relationships with clients, staff, and external stakeholders.
  - Comprehensive understanding of mental health and substance use disorders, as well as therapeutic techniques and modalities.
  - Ability to manage multiple tasks, prioritize, and meet deadlines in a fast-paced environment.
  - Knowledge of relevant federal and state regulations governing outpatient treatment programs.
  - Empathy, compassion, and a genuine commitment to helping individuals in recovery.
  - Ability to work collaboratively with a diverse team and maintain a supportive, positive work culture.

Director Signature:	
Employee Signature:	
HR Signature:	

To apply, please submit a resume and cover letter to [hr@sbhonline.org](mailto:hr@sbhonline.org) with the job title in the subject line.