

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Center Director, Comprehensive Treatment Center  
**DIVISION/OFFICE:** Community Health Division, Comprehensive Treatment Center  
**BULLETIN No:** 15082021  
**SALARY RANGE:** (Commensurate with experience)  
**OPENING DATE:** August 20, 2021  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** RM-15-HCA-STATS-000-BY04-CPS

**MAJOR DUTIES:**

Provide leadership, guidance and direction on the operation of the Comprehensive Treatment Center, an outpatient opioid treatment program. Guide the current treatment model to a successful recovery model. Ensure the Center meets requisite accreditation standards and maintains certification and licensure.

**BRIEF DESCRIPTION:**

Develop and recommend goals and objectives, plans, policies and procedures needed to promote smooth and effective staff operations and to maintain and enhance patient treatment, recovery, decorum, and morale. Develop evaluation plans, measures, data collection methods, and reporting procedures consistent with the Division's strategic plan and the requirements of funding agencies to determine the effectiveness of programs and operations. Conduct analyses and recommend revisions and adjustments as needed. Oversee clinical treatment programs and ensure the provision of technical assistance and training for clinical staff in order to establish and maintain appropriate treatment protocols to increase the recovery of clients. Review and ensure the competency of all staff in the use of automation and other emerging technologies in compliance with requirements of funding agencies and the United Planning Organization. Prepare and recommend budgets with written justifications, monitor the allocation of expenditures for consistency with approved budgets, and recommend revisions as appropriate. Make certain the appropriate mix of staffing, equipment, and space is available for the program. Maintain day-to-day liaison with appropriate staff of funding agencies to keep the Center and the Division Director abreast of issues and concerns impacting the organization. Keep abreast of current trends in substance abuse treatment and evidence based practices and recommend the utilization of treatment protocols to enhance service delivery. Collaborate with other agencies and organizations, in conjunction with the Division Director, including those providing substance abuse treatment, mental health services, health care services, child and family services, housing services, and employment services to access supportive services for clients to assist with their recovery. Make presentations to the Chief of Staff, Chief Executive Officer, the Board of Directors and its Committees, and community groups about the programs and services of the Center.

**MINIMUM QUALIFICATIONS:**

Master's degree in a health or health related field; certification as a Licensed Social Worker (LSW), or Licensed Clinical Psychologist (LCP). Minimum of five years of supervisory experience in opiate substance abuse treatment or mental health treatment. Substantial experience and skills in planning, management, and administration. Knowledge of budgeting and expenditure controls. Excellent verbal and written communications. Experience with technology with emphasis on Microsoft Windows.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

**DESIRED QUALIFICATIONS:**

Master's degree in a health or health related field; with seven years of supervisory experience in opiate substance abuse treatment or mental health treatment. Knowledge of accreditation and licensure requirements for opioid substance abuse treatment programs, or these requirements for other programs. Proven excellent communication, reception, office equipment and information technology skills.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This is a Safety Sensitive position.**

**This position IS not in the collective bargaining unit of the CWA Union.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

**To be considered for this position:**

**Submit your resume to the Career Center [Apply Here.](#)**