

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Substance Use and Mental Health Program Manager  
**Department:** Health  
**Revised** : October 2022

**Class** : Professional  
**FLSA** : Exempt

*This job description supersedes any prior description for the Substance Use and Mental Health Program Manager classification.*

**GENERAL DESCRIPTION**

Highly responsible supervisory and administrative work over the Substance Use and Mental Health Programs of the Public Health Department. The employee works primarily independently and receives supervision from the Community Health Manager, who reviews work through periodic reports, program accomplishments, and through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Oversees and manages all Substance Use and Mental Health related programs as well as all program and activities funded by the Opioid Settlement; Completes all required reporting in accordance with North Carolina State and Opioid Settlement guidelines; Manages the day to day operations of HOPE (formerly known as PORT) staff; Charged with developing, reviewing, and implementing policies and procedures; Overseeing program budget and allowable spending based on state guidelines.

Collect and analyze substance use and mental health related data for Community Health Needs Assessment, State of the County Health Reports and other local and state-mandated reports as needed; Serve as the main data point person for the HOPE (formerly PORT) team; Work along side other health departments in the region who have received Opioid Settlement funding to establish a system of measuring data that and be easily compared among counties.

Establish a Substance Use Task force that includes stakeholders from the community across various sectors; Using the Collective Impact Model, reduce the duplication of services being offered in the county and serve as the Health Department-Substance Use staff liaison for the Healthy Rowan Community Coalition.

Plan and host a variety resiliency based and trauma informed trainings for community stakeholders, parents, first responders, adolescents etc. about substance use/prevention, harm reduction, mental health, and suicide trainings.

Works closely with elected officials, community leaders, and representatives from all municipalities within Rowan County to establish policies, environmental, system level changes that are rooted in health equity. Conducts annual customer satisfaction, staff, and community surveys and performs statistical analysis of data based on survey responses.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the principles and practices associated with substance abuse program administration.

General knowledge of public and private substance abuse facilities resources, and personnel.

General knowledge of governmental budgeting practices.

Ability to interpret and understand information concerning substance abuse treatment programs.

Ability to analyze data in order to evaluate program effectiveness and to develop program services.

Ability to communicate effectively orally and in writing.

**PHYSICAL REQUIREMENTS**

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

**EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

**MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an accredited college or university in Health Education, Public Health, Public Administration, or related field and two years of related work experience; or Bachelor's Degrees in Health Education, Public Health, Public Administration, or related field and four years of related work experience; or equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**