TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION

POSITION TITLE: PROGRAM SUPERVISOR V-
Substance Use Treatment Programs

SALARY GROUP: B23

DEPARTMENT: Rehabilitation and Reentry Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: April Zamora DATE: 08/06/2025

POSITION #: 040192

I. JOB SUMMARY

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

A. Plans, implements, coordinates, monitors, and evaluates programs and services of the substance use program; oversees the preparation of and approves treatment plans; and oversees the development of programs, protocols, and methods.

B. Oversees special investigations and program analyses ensuring compliance with laws, regulations, policies, and procedures; develops and implements effective techniques for evaluating program services and operations; makes recommendations for improvement; oversees staff conducting analyses to ensure programs are effective and meet contractual obligations with private vendors; and monitors licenses and contracts for the program.

C. Establishes program goals and objectives; develops and implements program guidelines, procedures, policies, rules, and regulations; oversees the preparation of program management and productivity reports; prepares and evaluates program budget requests.

D. Confers with staff on program issues and problems to identify and implement solutions; provides technical assistance in the program area; oversees case management to include the assessment of inmates for clinical and reentry needs; and prepares and oversees the preparation of substance use education and treatment services.

E. Supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Behavioral Science, Education, Psychology, Human Services, or a related field. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Five years full-time, wage-earning criminal justice, substance use treatment, rehabilitative programming, case management, social services, or program administration experience.

3. Experience in the supervision of employees preferred.

4. Current valid licensure as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services, current valid certification as a Certified Criminal Justice Professional (CCJP) by the Texas Certification Board of Addiction Professionals, or current valid Qualified Credentialed Counselor (QCC) licensed to conduct counseling in a treatment environment.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.

2. Knowledge of program evaluation methods.

3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.

4. Knowledge of treatment approaches and modalities and related assessment methods preferred.

5. Knowledge of the principles of addiction treatment within correctional populations and settings preferred.

6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

7. Skill to communicate ideas and instructions clearly and concisely.

8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

9. Skill to interpret and apply rules, regulations, policies, and procedures.

10. Skill in administrative problem-solving techniques.

11. Skill to establish program goals and objectives.

12. Skill to oversee program activities.

13. Skill to prepare and maintain accurate records, files, and reports.

14. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.