



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

This is a Position Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the Administrator I job classification must reapply at that time. Please see information about where to apply on the second page of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.

POSITION TITLE: Administrator I (Clinical Supervisor, Addictions)
Announcement Number: 11-2586-917
(List the job title and announcement number on your application.)

SALARY: \$41,074 - \$65,568 (Grade 16)

CLOSING DATE: August 3, 2011

POSITION DUTIES: The Department of Juvenile Services currently has a vacancy for an Administrator I located at the **Meadow Mountain Youth Center in Garrett County, MD.** This position will act as a Clinical Supervisor, Addictions and will provide managerial services and clinical supervision for the Alcohol and Drug Counselors at the Meadow Mountain Youth Center. The position will direct program activities, review clinical case work, plan treatment strategies and evaluate counselor performance. The position will also ensure compliance with the Department of Juvenile Services, Seven Challenges and COMAR 10.47 Alcohol & Drug Abuse Administration. The employee exercises general direction over all of the technical, professional, and clerical employees assigned to the program. The selected candidate is expected to obtain a Licensed Clinical Alcohol and Drug-Counselor certification from the Board of Professional Counselors and Therapists, OR a Certified Associates Counselor - Alcohol and Drug certification with approved clinical supervisory documentation from the Board of Professional Counselors and Therapists within six months of appointment.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative staff or professional work.

- Notes:
1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
 2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

SELECTIVE QUALIFICATIONS: Applicants must meet this selective qualification to be considered. Include clear and specific information on your application regarding these qualifications.

- ❖ One year of the above required experience must be in the treatment and services to

persons with alcohol or other substance addiction.

Preferred Qualifications: Please address the following on your job application. This information will be used in the rating of your application.

1. Possession of a Licensed Clinical Alcohol and Drug-Counselor certification from the Board of Professional Counselors and Therapists, OR a Certified Associates Counselor - Alcohol and Drug certification with approved clinical supervisory documentation from the Board of Professional Counselors and Therapists is desirable, but not required. Please attach certification to the application.
2. Lead, managerial or supervisory level experience related to the treatment and services to persons with alcohol or other substance addiction.

BARGAINING STATUS: As a condition of employment, the incumbent may be required to pay a bi-weekly service fee to the exclusive representative of a bargaining unit.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS AND ASSESSMENT: Applicants who meet the minimum and selective qualifications will be admitted to the evaluation for this position. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. **All information concerning your qualifications must be submitted by the closing date.** We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) lists for at least one year.

TO APPLY: Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application (MS-100) for Administrator I with appropriate announcement number must be received at the address listed below by the closing date:

**Maryland Department of Juvenile Services
Recruitment & Examination Division
One Center Plaza
120 W. Fayette Street
Baltimore, MD 21201**

Equal Opportunity Employer

Appropriate accommodations for individuals with disabilities are available upon request by calling:

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

- ✓ Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

EPO Plans

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

- ✓ Prescription Plan
- ✓ Dental Plans:
 - United Concordia DPPO
 - United Concordia DHMO
- ✓ Term Life Insurance Plan
- ✓ Personal Accidental Death and Dismemberment Plan
- ✓ Long Term Care Plan
- ✓ FREE Vision Plan
- ✓ Flexible Spending Accounts:
 - Health Care Spending Accounts
 - Daycare Spending Accounts
- ✓ State Retirement and Pension System
 - Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)

- ✓ SECU Credit Union
- ✓ Direct Deposit
- ✓ Savings Bonds
- ✓ Maryland Prepaid College Savings Plans
- ✓ Paid Holidays: 11-12 per year
- ✓ Annual Leave
 - Up to five years of service, 10 days earned per year
 - Five to 10 years of service, 15 days earned per year
 - 10-20 years of service, 20 days earned per year
 - 20+ years of service, 25 earned per year
 - Employees may carry over up to 10 weeks of annual leave per year
- ✓ Personal Leave: Six days per year
- ✓ Sick Leave: 15 days per year, unlimited accrual
- ✓ Compensatory Leave
- ✓ Military Leave
- ✓ Leave Bank and Employee-to-Employee Leave Donations
- ✓ Employee Assistance Program
- ✓ Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.