



## POSITION ANNOUNCEMENT

**DATE OF NOTICE:** July 27, 2021  
**JOB TITLE:** Assistant Program Director – Child & Adolescent Day Treatment (full-time, exempt)

Coastal Horizons Center, Inc., a recognized leader in substance abuse, mental health, rape crisis, prevention and criminal justice services in southeastern North Carolina, has an opportunity for an Assistant Program Director for our Child and Adolescent Day Treatment program in our Pender, NC location.

### GENERAL STATEMENT OF DUTIES:

- Provides supervision and management of all Day Treatment staff related to all aspects of program expectations. The Assistant Program Director participates in administrative work related to planning, directing, and managing all aspects of the Child and Adolescent Day Treatment program, as well as manages and oversees staff development.
- Directs, oversees, and manages all aspects of Day Treatment Program and on-going program components, reporting to Community Based Family Services Manager or Treatment Operations Director related to services, progress, issues, updates and expectations of Day Treatment program.
- Collaborates directly with Program Director and Treatment Operations Director in order to evaluate present program effectiveness to determine the need for program modification and development.
- Directly administers or coordinates comprehensive clinical interviews to determine psycho-social, mental health, substance use and medical needs as well as documenting diagnoses and recommendations. Supervises staff conducting in-depth comprehensive clinical interviews to determine psycho-social, mental health, substance use and medical needs as well as documenting diagnoses and recommendations

### REQUIRED EDUCATIONAL/EXPERIENTIAL QUALIFICATIONS:

- Graduation from an accredited program with a Master's degree in a human services or related field and two years of progressive substance abuse and/or mental health counseling experience, or an equivalent combination of education and experience.
- Possession of North Carolina licensure as one of the following: LPA, LPC, LCSW, or equivalent

### OR

- Three years supervision experience in the substance abuse and /or mental health field as well as five total years of experience in the substance abuse and/or mental health field.

**SALARY:** Commensurate with education & experience. Benefits available include health insurance, LTD, life insurance, paid holidays, paid time off programs, and a matched 401K retirement savings plan.

### PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)

COASTAL HORIZONS CENTER, INC.  
615 SHIPYARD BLVD.  
WILMINGTON, NC 28412

Email resume to: [jobs@coastalhorizons.org](mailto:jobs@coastalhorizons.org)

FAX: 910-790-0189