

MOREHOUSE SCHOOL OF MEDICINE  
POSITION DESCRIPTION

TITLE: Director, ATTC (Regional)

DEPARTMENT: NCPC

REPORTS TO: Principal Investigator

DEPT APPROVAL/DATE: \_\_\_\_\_

HRD APPROVAL/DATE: \_\_\_\_\_

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**POSITION SUMMARY:**

Plans, directs, organizes, and manages the overall programmatic activities of the Southeast Regional Addiction Technology Transfer Center of the National Center for Primary Care (NCPC). Region includes South Carolina, North Carolina, and Georgia.

**POSITION ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS:**

Manages the daily activities of the Southeast Addiction Technology Transfer Center, which is an academically-based resource center focused on substance use and addiction.

Maintains a special focus on culturally-competent substance abuse treatment for African-American communities, in partnership with substance abuse treatment professionals, faith communities, and with primary care clinical practices.

Meets the training and technology transfer needs for substance abuse programs, personnel, and students in a three-state region.

Manages the process of developing and producing curricula and training tools for substance abuse counselors and primary care clinical staff, with technical support from Principal Investigator and other consultants.

Oversees the development of on-line training courses and other electronic training products for substance abuse counselors and primary care clinicians.

Develops and manages the budget in tandem with NCPC Administrator and Principal Investigator. Develops annual and multi-year work plan for project.

Coordinates with the Principal Investigator to ensure timely implementation of the developed center work plan.

Establishes a liaison with public and private agencies who are providing substance abuse prevention or treatment services in the Southeast Region (GA, NC, & SC).

Maintains positive stakeholder relations with state Substance Abuse program directors, as well as the substance abuse treatment professional community.

Directs technical activities required to develop a robust portfolio of training programs for substance abuse treatment personnel as well as for primary care clinicians utilizing the most up to date and scientifically validated methods.

Supports principal investigator in developing academic collaborations, scholarly papers, and grants related to substance abuse treatment, especially with regard to substance abuse interventions in the African-American community and/or in primary care settings.

**POSITION ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS:**

Implements an administrative and technical information system to support the development of substance abuse training programs

Develops common methodologies for need assessments regarding substance abuse treatment and prevention.

Works closely with DHHS Substance Abuse and Mental Health Services Administration personnel and with three State Substance Abuse Directors in the implementation phase of all programs

Conceptualizes and craft quarterly reports, non-competitive continuation applications and competitive applications to the federal government

Conceptualizes and craft funding applications to other agencies that will enhance program sustainability.

Provides guidance, consultation, training, and other technical services to assist regional and local health departments, as well as nongovernmental organizations, in the planning, development and implementation, evaluation and overall improvement of substance abuse prevention and treatment programs utilizing national ATTC paradigm.

Provides assistance and consultation on issues related to programmatic support, research, evaluation methodologies, and fiscal and grants management to state and local substance abuse departments, nongovernmental organizations, national organizations, and other research institutions.

Collaborates with other SAMHSA funded programs in the region to insure programmatic continuity

Participates in national meetings, committees, and workgroups as requested.

Manages an annual regional symposium involving academic institutions, various organizations and interest groups.

Fosters regional and national alliances among practitioners, researchers, policy-makers, funders and consumers to support the implementation of best treatment practices.

Supports principal investigator in writing scholarly or clinical review papers for peer-reviewed publication, especially designed to foster wide-adoption of best-science, best-practice treatment of addiction disorders in both substance abuse treatment and primary care practice settings.

Produces training curricula and on-line continuing education programs.

**KNOWLEDGE, SKILLS, & ABILITIES:**

In-depth knowledge of substance abuse and mental health services, especially in African-American and other minority communities, and in the transfer of this knowledge through training programs and other media. Experience or knowledge base in adult education, technology transfer, and curriculum development are key. Additional useful capabilities would include knowledge or experience in the adaptation of brief interventions, motivational interviewing, in primary care settings with an emphasis on collaborative, multi-disciplinary team-based models.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Skill in applying leadership and management techniques required developing, implementing, and evaluating ATTC activities.

Knowledge in substance abuse prevention, education, treatment, evaluation, staff training and aftercare management.

Experience in adult education, technology transfer, and curriculum development.

Knowledge to successfully apply management to direct and motivate subordinate staff and skill in establishing and maintaining successful working relationships with various levels of personnel.

Strong leadership and managerial skills to develop short and long range planning, and define goals and objectives.

Ability to make optimal use of information technology in the recording, retrieval, and reporting of data and information, and in the development of on-line training materials.

Skill in managing a complex national program and maintaining positive external stakeholder relations across three states and various disciplines (substance abuse treatment counselors, program managers, faith-leaders, and primary care clinicians).

Cultural competency in adapting best-science substance abuse treatment knowledge for African-American and other communities of the African diaspora.

Strong written and oral communication skills.

Academic skills in grant-writing, curriculum development, and writing for scholarly publication.

Ability to cultivate linkages with academic & research collaborators, and to provide liaison role with NIDA-funded research activities.

Skill in preparing budgets and budgetary information.

Skill in supervising, planning, directing, and evaluating the work of personnel.

**SUPERVISORY RESPONSIBILITIES:**

Supervises a small staff of personnel, as well as various consultant contractors.

**MINIMUM QUALIFICATIONS:**

Master's Degree in Social Work, Psychology, or related field with professional certification in substance abuse counseling; minimum of (5) years of program administration experience, coupled with (2) years experience in substance abuse prevention, education and staff training focused on minority or underserved populations; (2) years of supervisory experience; co-authorship of at least (2) peer-reviewed publications in the field of substance abuse; strong track record of designing live programs, on-line curricula, and/or training modules for continuing education in substance abuse.

**PREFERRED QUALIFICATIONS:**

Doctorate Degree. Certification in Addiction Counseling, or related field, or (if M.D.), board-certification in Addiction Medicine, psychiatry or a primary care discipline. Established designer of substance abuse treatment training programs. Successful track record of grant-writing and peer-reviewed publications and other credentials consistent with a junior faculty appointment.

**NOTE: THIS POSITION WILL REQUIRE UP TO 50% TRAVEL TIME.**