

STAR COUNCIL ON SUBSTANCE ABUSE JOB DESCRIPTION

Title: Volunteer Administrative

Reports to: Site Manager

Qualifications:

Administrative, supervision and program development experience preferred. Must have good verbal and written communication skills. Must work well and relate well to individuals and groups. Must have the ability to establish rapport with clients and community. Must be comfortable meeting new people and conducting public presentations.

Position Responsibilities:

- Insure that program documentation, including client records, are maintained according to federal, state, TCADA and agency guidelines.
- Consult with the Site Manager on scheduling issues.
- Regularly review program curriculum to evaluate effectiveness and relevancy.
- Assist in coordinating long range planning and programming.
- Assist in maintaining “Letter of Agreements” with community agencies and treatment facilities that STAR Council collaborates with.
- Remain current on available regional client resources.
- Will schedule and counselor visits to all possible referral sources on a frequent basis as appropriate.
- Provide daily reports to administration of clients’ attendance of services the clinic has provided.
- Will conduct follow-up calls on individuals who have received services from STAR Council.
- Assist Administration in making sure that all TCADA reports of key measures are completed and submitted timely and accurately.
- Represent STAR Council and programs within the counties served by STAR Council.
- **Major Additional Duties Include Assisting With:**
 - Insuring compliance with TCADA rules and cross checking those with TDCJ rules.
 - Conducting audits, reviews and checks of program documentation.

I have received and read a copy of this job description and agree that it is an accurate reflection of my job.

Printed Name: _____

Signature: _____ Date: _____