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# Competency Profile of ADMINISTRATOR OF SUBSTANCE ABUSE SERVICES

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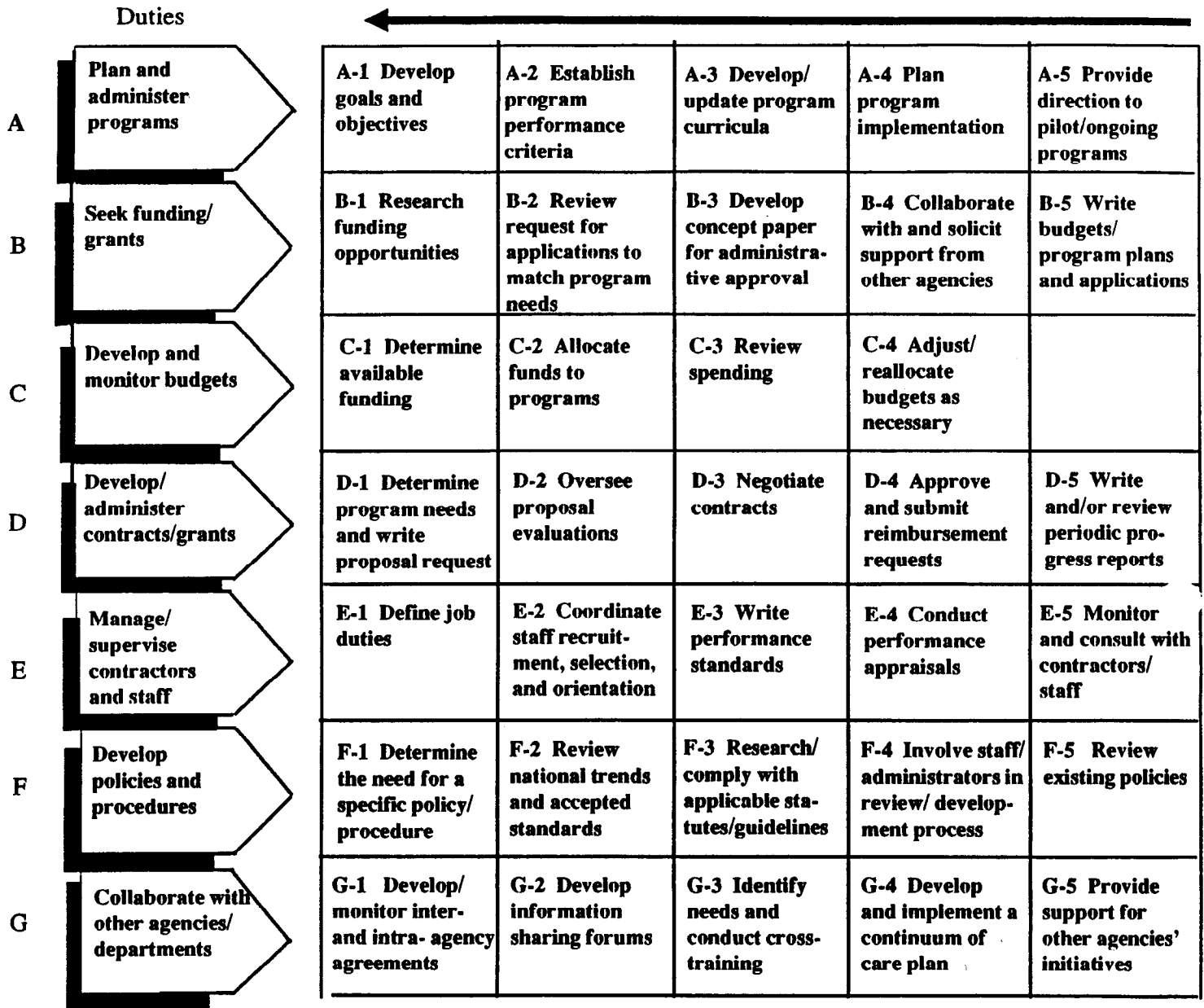
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September 1993  
Longmont, **Colorado**

# ADMINISTRATOR OF SUBSTANCE ABUSE SERVICES

... develops, implements, and directs a continuum of substance abuse services in a correctional system.



September 1993  
Longmont, Colorado



<b>A-6 Propose innovative program activities</b>	<b>A-7 Collect, analyze, and maintain program data</b>	<b>A-8 Develop and revise forms</b>	<b>A-9 Conduct program monitoring visits</b>	<b>A-10 Monitor and approve purchase requests</b>	<b>A-11 Prepare and submit yearly/monthly reports</b>	<b>A-12 Advocate for programs/resources</b>
<b>B-6 Seek in-kind and matching contributions</b>	<b>B-7 Update internal/external funding sources</b>					
<b>D-6 Monitor compliance</b>	<b>D-7 Implement corrective actions</b>					
<b>F-6 Write policy and procedure drafts</b>	<b>F-7 Disseminate drafts to appropriate staff for comments</b>	<b>F-8 Implement approval process</b>	<b>F-9 Maintain historical file</b>			
<b>G-6 Coordinate activities to eliminate duplication of services</b>						

**DACUM Facilitators  
from the  
National Institute of Corrections  
Academy**

**Ida Halasz, Ph.D.  
and  
Susan Davis, Ph.D.**

# ADMINISTRATOR OF SUBSTANCE ABUSE SERVICES



<p><b>Manage quality assurance</b></p>	<p><b>H-1 Identify areas needing quality assurance</b></p>	<p><b>H-2 Develop/ implement/maintain quality assurance programs</b></p>	<p><b>H-3 Write/ update audit standards</b></p>	<p><b>H-4 Conduct program audits</b></p>	<p><b>H-5 Monitor corrective action plan</b></p>
<p><b>Educate/train staff and stakeholders</b></p>	<p><b>I-1 Consult with and advise internal policy/ decision-makers</b></p>	<p><b>I-2 Write/ oversee training curricula</b></p>	<p><b>I-3 Contract for specialized training</b></p>	<p><b>I-4 Seek relevant professional development for staff</b></p>	<p><b>I-5 Conduct training</b></p>
	<p><b>I-6 Coordinate training with academy/ regional facilities</b></p>				
<p><b>Direct/oversee drug testing program</b></p>	<p><b>J-1 Arrange/ manage testing and lab services</b></p>	<p><b>J-2 Compile/ analyze/report test result data</b></p>	<p><b>J-3 Review quality assurance checks</b></p>		
<p><b>Conduct public relations activities</b></p>	<p><b>K-1 Provide information to Public Information Officer</b></p>	<p><b>K-2 Respond to information requests/testify at hearings</b></p>	<p><b>K-3 Serve on state and local committees</b></p>	<p><b>K-4 Consult with and advise outside policy/ decision- makers</b></p>	<p><b>K-5 Interact with community agencies</b></p>
	<p><b>K-6 Speak at public meetings/ classes</b></p>				
<p><b>Participate in professional development</b></p>	<p><b>L-1 Read/ review professional publications</b></p>	<p><b>L-2 Participate in seminars/ workshops/ continuing education</b></p>	<p><b>L-3 Participate in professional organizations</b></p>	<p><b>L-4 Investigate other agency treatment programs</b></p>	
<p><b>Develop, direct and monitor evaluation /research activities</b></p>	<p><b>M-1 Identify need and/or research questions</b></p>	<p><b>M-2 Define projects</b></p>	<p><b>M-3 Evaluate research proposals</b></p>	<p><b>M-4 Develop reporting requirements</b></p>	<p><b>M-5 Monitor projects</b></p>
	<p><b>M-6 Review and approve final reports</b></p>	<p><b>M-7 Disseminate relevant research</b></p>			

## Traits & Attitudes

Professional  
Creative  
flexible  
Decisive  
Logical  
Persistent  
Persuasive  
Optimistic  
Patient  
Committed  
Energetic  
Loyal  
Tactful  
Resourceful  
Drug-free  
Broad-minded  
Sense of humor  
Analytical  
Articulate  
Visionary  
Conceptual  
Resilient  
Diverse  
Empathetic  
Assertive  
Ethical  
Organized  
Dependable  
Self-motivated

## Knowledge & Skills

### *Knowledge of:*

Certification/licensure requirements  
Drug testing technology  
Correctional rehab. principles  
Chemical dependency  
Research techniques  
Institutional security procedures  
Drug treatment methodologies  
Systems management principles  
Budgeting  
Technical assistance resources  
Applicable statutes, rules,  
guidelines, policies, etc.

### *Skills in:*

Leadership  
Grant writing  
Communication (oral and written)  
Staff motivation  
Investigating  
Planning  
Conceptualizing  
Evaluating  
Negotiating/Persuasion  
Stress management  
Listening  
Critical thinking  
Time management

## Resources & Equipment

### *Resources:*

Federal/state regulations  
Program licensure regulations  
Federal technical assistance programs  
DSM-III-R/IV  
Urinalysis testing technical manuals  
Counselor certification/licensure regs.  
Alcohol & drug reference books  
NIJ/NIC resource libraries  
Local/state/federal service directories

### *Equipment:*

Communications equipment  
Computer/PC  
FAX machine  
Audiovisual aids/equipment

## Education/Licenses

BA/BS Degree (Master's preferred)  
Alcohol and/or other drug counseling  
certification

## ADMINISTRATOR OF SUBSTANCE ABUSE SERVICES Panel Members

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**Dianne Carter, Ed.D.**  
President

**National Institute of Corrections  
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**U.S. Department of Justice  
National Institute of Corrections**