Job Title: Program Coordinator/Clinical Supervisor
Reports to: Director, Traffic Safety Institute
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
This position is responsible for coordinating and overseeing DUI and Driver Improvement programs and providing clinical supervision to all DUI staff.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Assists the Director with the Traffic Safety Institute Program development, implementation, and monitoring as designated.

2. Insures that all professional personnel maintain required certifications and training for recertification with specified programs.

3. Schedules and facilitates quarterly treatment provider meetings with State approved agencies, programs, or private practitioners.

4. Implements, and maintains the Traffic Safety Institute’s policies and procedures manuals for all Program components to comply with State mandates for programs’ licensure or certification and for adherence to State College of Florida, Manatee-Sarasota rules and regulations.

5. Participates in the Speaker’s Bureau for State College of Florida, Manatee-Sarasota faculty, staff, and student use and community outreach.

6. Assists the Director of the Traffic Safety Institute with enhanced program services within State College of Florida, Manatee-Sarasota, as well as the Driver Improvement Program and the DHSMV licensed and certified programs.

7. Assists with State College of Florida, Manatee-Sarasota Crisis Intervention Services, when needed.
8. Coordinates the development and adoption of core courses for all licensed and certified programs.

9. Provides clinical evaluation, instruction, and supervision services as needed by specified programs.

10. Meets regularly with the instructors to review class evaluations and recommendations.

11. Serves as the Traffic Safety Institute’s liaison to the Treatment community.

12. Works with the Director of the Traffic Safety Institute and the office supervisors in the development and update of the department policy and procedures manual.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree from an accredited university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Working knowledge of word processing, database, spreadsheet, Internet, and email software.

- **Certificates and Licenses:**
  Certified Clinical Supervisor; DUI Instructor Level I and Level II; Evaluator and Evaluator Supervisor Certified Addictions Professional; State of Florida
**Responsibility for People and Property:**
Oversees security of monies collected.

Oversees equipment needs and requirements.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has routine contact with clinical treatment providers, DHSMV, DUI Program Office, and Bureau of Administrative Review.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 10 pounds, and occasionally required to lift up to 25 pounds. Vision requirements include close, color, distance, and peripheral vision, depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>