ADMINISTRATOR COMPETENCIES ASSESSMENT

OKLAHOMA TREATMENT SERVICES

Emplo	yee Name		
Program			Date/
Please	rate your level of tra	nining need in the following a	reas.
1.	Participate in develop procedures, and form		d revising the organization's policies,
Strong	need for training	Moderate need for training	No need for any further training
2.	Monitor, evaluate, an policies and procedur		employees' compliance with administrative
Strong	need for training	Moderate need for training	No need for any further training
3.	Understand and ensu communication proto	ž •	ne organization's chain-of-command and
Strong	need for training	Moderate need for training	No need for any further training
4.	Monitor, evaluate, an procedures and documents		he employees' required clinical and medical
Strong	need for training	Moderate need for training	No need for any further training
5.	-	e understanding of all technolo ardware, security equipment, c	gy required in operating facility (i.e., ommunications, etc
Strong	need for training	Moderate need for training	No need for any further training
6.	<u> </u>	es have proper training for using sistance and other resources.	g information technology systems and have
Strong	need for training	Moderate need for training	No need for any further training

7.	chronological docume		ecordkeeping system that provides clear, i.e., staff meeting notes, writ reprimands, follow up, etc)
Strong	need for training	Moderate need for training	No need for any further training
8.		ds of clinical care (e.g., hiring, per mination of clinical staff).	formance recognition, disciplinary
Strong	need for training	Moderate need for training	No need for any further training
9.	Monitor and maintain	clinical staff job descriptions acco	ording to agency policies and procedures.
Strong	need for training	Moderate need for training	No need for any further training
10.	-	mployees understand and manage nt and collection, and overall fisca	1 0
Strong	need for training	Moderate need for training	No need for any further training
11.	Understand and complapplicable.	y with procedures necessary for p	rocessing third-party payment claims, if
Strong	need for training	Moderate need for training	No need for any further training
12.	Develop and rely on so completion of assigned		s to meet service needs and ensure
Strong	need for training	Moderate need for training	No need for any further training
13.	Develop and comply venhance, and expedite	_	organizational agreements that expand,
Strong	need for training	Moderate need for training	No need for any further training
14.	Maintain security of al	ll pertinent documents.	
Strong	need for training	Moderate need for training	No need for any further training

15. Structure and facilità	te effective staff meetings.			
Strong need for training	Moderate need for training	No need for any further training		
	y expectations about the job dutie a used to evaluate job performan	s and competencies, performance ce.		
Strong need for training	Moderate need for training	No need for any further training		
	nt of professional development in mbers in necessary staff training.	assessing competencies of all staff and		
Strong need for training	Moderate need for training	No need for any further training		
	nployees in reviewing profession nce improvement with positive fe	al development goals and objectives and edback.		
Strong need for training	Moderate need for training	No need for any further training		
19. Communicate feedba competencies, or har	<u> </u>	garding performance deficits, weak		
Strong need for training	Moderate need for training	No need for any further training		
20. Provide timely writte understand the feedba	<u>=</u>	problems and ensure that employees		
Strong need for training	Moderate need for training	No need for any further training		
21. Self-assess for evaluator bias (e.g., leniency, overemphasis on one area of performance, favoritism, stereotyping) and conflict with other administrative roles.				
Strong need for training	Moderate need for training	No need for any further training		
	nding effectively to staff and pating critical incidents, etc	ents (i.e.: patient grievances, staff		
Strong need for training	Moderate need for training	No need for any further training		

	Use a leadership style and teamwork.	that creates and maintains an envir	conment based on mutual respect, trust,	
Strong n	need for training	Moderate need for training	No need for any further training	
	Be a role model by tak personal wellness.	ing full responsibility for one's de	cisions, supervisory practices, and	
Strong n	need for training	Moderate need for training	No need for any further training	
	Seek job performance supervisory practices.	feedback from employees, peers, a	and executive managers to improve	
Strong n	need for training	Moderate need for training	No need for any further training	
υ			nce use disorders and use that guiding vision and its related mission,	
Strong n	need for training	Moderate need for training	No need for any further training	
27. 0	Clarify agency vision,	mission, and service goals and obj	ectives for the supervisee.	
Strong n	need for training	Moderate need for training	No need for any further training	
28. I	nterpret agency mission	on, policies, procedures, and critica	al events.	
Strong n	need for training	Moderate need for training	No need for any further training	
29. Effectively communicate those interpretations to supervisees and foster an organizational climate that promotes continuous improvement and excellence in client care.				
Strong n	need for training	Moderate need for training	No need for any further training	
30. Understand, monitor, and ensure compliance with State and Federal regulations and CARF standards for the delivery of substance use disorder treatment.				
Strong n	need for training	Moderate need for training	No need for any further training	

		ganization and participate in enforcing and y and security of clients, personnel, and
Strong need for training	Moderate need for training	No need for any further training
32. Understand the important consistently well ma	-	ng that the facility and its grounds are
Strong need for training	Moderate need for training	No need for any further training
33. Teach, mentor, and	coach in the context of the organiz	zation's core values.
Strong need for training	Moderate need for training	No need for any further training
_	vational empowerment rather than oaching, and support.	control. Facilitate work through team
Strong need for training	Moderate need for training	No need for any further training
35. Plan and organize fo	or orderly workflow, controlling de	etails without being overbearing.
Strong need for training	Moderate need for training	No need for any further training
36. Empower and deleg	ate key duties to others while main	ntaining goal clarity and commitment.
Strong need for training	Moderate need for training	No need for any further training
37. Encourage staff part management.	cicipation in communicating observation	vations, ideas, and suggestions to agency
Strong need for training	Moderate need for training	No need for any further training
Employee Signatur	re/date	