PROGRAM DIRECTOR COMPETENCIES ASSESSMENT

NEW MEXICO TREATMENT SERVICES

Employee Name				
Program		Date/		
Please rate your lev	el of training need in the follow	ing areas.		
1. Participate in procedures, a		g, and revising the organization's policies,		
Strong need for train	ing Moderate need for train	ing No need for any further training		
	2. Monitor, evaluate, and provide feedback regarding employees' compliance with administrative policies and procedures.			
Strong need for train	ing Moderate need for train	ing No need for any further training		
	3. Understand and ensure that employees understand the organization's chain-of-command and communication protocols.			
Strong need for train	ing Moderate need for train	ing No need for any further training		
	. Monitor, evaluate, and provide guidance regarding the employees' required clinical and medical procedures and documentation.			
Strong need for train	ing Moderate need for train	ing No need for any further training		
-	6. Gain a comprehensive understanding of all technology required in operating facility (i.e., computer software, hardware, security equipment, communications, etc			
Strong need for train	ing Moderate need for train	ing No need for any further training		
	5. Ensure that employees have proper training for using information technology systems and have access to technical assistance and other resources.			
Strong need for train	ing Moderate need for train	ing No need for any further training		

7. Establish and maintain an efficient and comprehensive recordkeeping system that provides clear, chronological documentation of supervisory activities. (i.e., staff meeting notes, writ reprimands, corrective action plans, chart review documentation and follow up, etc...)

Strong	need for training	Moderate need for training	No need for any further training		
8.	8. Maintain high standards of clinical care (e.g., hiring, performance recognition, disciplinary action, suspension, termination of clinical staff).				
Strong	need for training	Moderate need for training	No need for any further training		
9.	Monitor and maintain	clinical staff job descriptions acco	rding to agency policies and procedures.		
Strong	need for training	Moderate need for training	No need for any further training		
10.	10. Understand and help employees understand and manage the relationships among clinical services, fee assessment and collection, and overall fiscal responsibility.				
Strong	need for training	Moderate need for training	No need for any further training		
11.	Understand and compl applicable.	y with procedures necessary for pr	cocessing third-party payment claims, if		
Strong	need for training	Moderate need for training	No need for any further training		
12. Develop and rely on schedules, deadlines, and reminders to meet service needs and ensure completion of assigned projects and tasks.					
Strong	need for training	Moderate need for training	No need for any further training		
13. Develop and comply with intra-organizational and inter-organizational agreements that expand, enhance, and expedite service delivery.					
Strong	need for training	Moderate need for training	No need for any further training		
14. Maintain security of all pertinent documents.					
Strong	need for training	Moderate need for training	No need for any further training		

15. Structure and facilitate effective staff meetings.				
Strong need for training	Moderate need for training	No need for any further training		
16. Communicate agency expectations about the job duties and competencies, performance indicators, and criteria used to evaluate job performance.				
Strong need for training	Moderate need for training	No need for any further training		
17. Work with department of professional development in assessing competencies of all staff and engaging all staff members in necessary staff training.				
Strong need for training	Moderate need for training	No need for any further training		
18. Assist in engaging employees in reviewing professional development goals and objectives and reinforcing performance improvement with positive feedback.				
Strong need for training	Moderate need for training	No need for any further training		
19. Communicate feedback clearly, including feedback regarding performance deficits, weak competencies, or harmful activities.				
Strong need for training	Moderate need for training	No need for any further training		
20. Provide timely written notification of all performance problems and ensure that employees understand the feedback.				
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		
22. Possess skill in responding effectively to staff and patients (i.e.: patient grievances, staff complaints, evaluating critical incidents, etc				
Strong need for training	Moderate need for training	No need for any further training		

23. Use a leadership style that creates and maintains an environment based on mutual respect, trust, and teamwork.					
Strong need for training	Moderate need for training	No need for any further training			
24. Be a role model by taking full responsibility for one's decisions, supervisory practices, and personal wellness.					
Strong need for training	Moderate need for training	No need for any further training			
25. Seek job performance feedback from employees, peers, and executive managers to improve supervisory practices.					
Strong need for training	Moderate need for training	No need for any further training			
26. Understand the historical context of treatment for substance use disorders and use that understanding to participate in developing the agency's guiding vision and its related mission, principles, and sense of purpose.					
Strong need for training	Moderate need for training	No need for any further training			
27. Clarify agency vision,	mission, and service goals and ob	jectives for the supervisee.			
Strong need for training	Moderate need for training	No need for any further training			
28. Interpret agency mission, policies, procedures, and critical events.					
Strong 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 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 need for training	Moderate need for training	No need for any further training			

31. Recognize the safety and security issues facing the organization and participate in enforcing and enhancing organizational policies that ensure the safety and security of clients, personnel, and facilities.

Strong need for training	Moderate need for training	No need for any further training		
32. Understand the importance and be proficient in assuring that the facility and its grounds are consistently well maintained.				
Strong need for training	Moderate need for training	No need for any further training		
33. Teach, mentor, and coach in the context of the organization's core values.				
Strong need for training	Moderate need for training	No need for any further training		
34. Guide through motivational empowerment rather than control. Facilitate work through team building, training, coaching, and support.				
Strong need for training	Moderate need for training	No need for any further training		
35. Plan and organize for orderly workflow, controlling details without being overbearing.				
Strong need for training	Moderate need for training	No need for any further training		
36. Empower and delegate key duties to others while maintaining goal clarity and commitment.				
Strong need for training	Moderate need for training	No need for any further training		
37. Encourage staff participation in communicating observations, ideas, and suggestions to agency management.				
Strong need for training	Moderate need for training	No need for any further training		