

PROGRAM DIRECTOR COMPETENCIES ASSESSMENT

GEORGIA TREATMENT SERVICES

Employee Name _____

Program _____ Date ____/____/____

Please rate your level of training need in the following areas.

1. Participate in developing, maintaining, applying, and revising the organization's policies, procedures, and forms.

Strong need for training Moderate need for training No need for any further training

2. Monitor, evaluate, and provide feedback regarding employees' compliance with administrative policies and procedures.

Strong need for training Moderate need for training 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 training Moderate need for training No need for any further training

4. Monitor, evaluate, and provide guidance regarding the employees' required clinical and medical procedures and documentation.

Strong need for training Moderate need for training No need for any further training

5. Gain a comprehensive understanding of all technology required in operating facility (i.e., computer software, hardware, security equipment, communications, etc...)

Strong need for training Moderate need for training No need for any further training

6. Ensure that employees have proper training for using information technology systems and have access to technical assistance and other resources.

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 objectives 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

Employee Signature/date