## PROGRAM DIRECTOR COMPETENCIES ASSESSMENT

## GEORGIA TREATMENT SERVICES

Emplo	yee Name		
Program			Date/
Please	rate your level of tra	ining need in the following are	as.
1.	Participate in develop procedures, and forms		revising the organization's policies,
Strong	need for training	Moderate need for training	No need for any further training
2.	Monitor, evaluate, and policies and procedure		aployees' compliance with administrative
Strong	need for training	Moderate need for training	No need for any further training
3.	Understand and ensur communication protoco	± •	organization's chain-of-command and
Strong	need for training	Moderate need for training	No need for any further training
4.	Monitor, evaluate, and procedures and docum		e employees' required clinical and medical
Strong	need for training	Moderate need for training	No need for any further training
5.		e understanding of all technology ardware, security equipment, con	required in operating facility (i.e., nmunications, etc
Strong	need for training	Moderate need for training	No need for any further training
6.	- ·	s have proper training for using issistance and other resources.	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, .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, permination 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	rding 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 pr	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	chedules, deadlines, and reminders d projects and tasks.	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	<u> </u>	organizational agreements that expand,
Strong	need for training	Moderate need for training	No need for any further training
14.	Maintain security of al	l pertinent documents.	
Strong	need for training	Moderate need for training	No need for any further training

15. Structure and facilita	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	es 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 eedback.		
Strong need for training	Moderate need for training	No need for any further training		
19. Communicate feedba competencies, or har	•	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	-	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	ients (i.e.: patient grievances, staff		
Strong need for training	Moderate need for training	No need for any further training		

	se a leadership style and teamwork.	that creates and maintains an envir	onment based on mutual respect, trust,	
Strong ne	eed for training	Moderate need for training	No need for any further training	
	e a role model by tak ersonal wellness.	ing full responsibility for one's de	cisions, supervisory practices, and	
Strong ne	eed for training	Moderate need for training	No need for any further training	
	eek job performance apervisory practices.	feedback from employees, peers, a	and executive managers to improve	
Strong ne	eed for training	Moderate need for training	No need for any further training	
uı			nce use disorders and use that guiding vision and its related mission,	
Strong ne	eed for training	Moderate need for training	No need for any further training	
27. C	Clarify agency vision,	mission, and service goals and obj	ectives for the supervisee.	
Strong ne	eed for training	Moderate need for training	No need for any further training	
28. In	nterpret agency mission	on, policies, procedures, and critica	al events.	
Strong ne	eed for training	Moderate need for training	No need for any further training	
	•	ate those interpretations to supervisus improvement and excellence in	sees and foster an organizational climate client care.	
Strong ne	eed 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 ne	eed for training	Moderate need for training	No need for any further training	

<del>-</del>		ganization and participate in enforcing and ey 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	<u> </u>	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 paching, 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.	icipation in communicating obser	vations, ideas, and suggestions to agency
Strong need for training	Moderate need for training	No need for any further training
Employee Signatur	re/date	