



Job Title	Assistant Director, Substance Use Disorders	Job Code	HS0322
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Counseling/Psychology

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Counseling/Psychology Professionals provide psychological and counseling services of a remedial, preventive, and developmental nature through consultation/contact with patients. May provide medical personnel with direction concerning patient care and prevention.

Job Summary

Responsible for maintaining compliance with all required contract and/or licensing guidelines necessary for providing outpatient substance abuse and co-occurring mental health disorders counseling or treatment for all UCF students.

Representative Duties

1. Clinical Administration

- Provides mental health/substance use related individual and group therapy, psychosocial assessments and referral services, crisis intervention, consultation and support services to UCF students
- Maintains clinical records and documentation in accordance with Florida Administrative Code 65D-20 and other regulatory agencies, as well as policies and procedures enacted by the university
- Initiates and authorize involuntary examination (Baker Act) procedures in accordance with statute 394463, Florida Mental Health Act

2. Training and Consultation

- Provides clinical oversight to include case consultation, adherence to Student Health Services evidence-informed practice model and compliance with licensing and accreditation standards for AOD professional staff and clinical psychology doctoral students
- Engages in continuing education and professional development activities

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)	Mental Health Counselor	
Work Experience		
4+ years of relevant work experience 1+ year(s) of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.