



Program Assistant, Impaired Driving Program and Dual Recovery Training

Reports to: Prevention/IDP Director

Employment status: Non-Exempt/Full Time (35 hours per week)

Qualifications:

- Associates Degree in Human Services or related field or 1-3 years' experience in client services.
- Preferred Knowledge of Department of Motor Vehicle (DMV) regulations and laws pertaining to alcoholism and drug abuse. *Can be trained at time of hire.
- Demonstrated ability in communication, clerical/ project management, multitasking and organizational skills.
- Valid and current NYS driver's license and clear driving record with NYS DMV.
- Highly organized, able to multi-task, pleasant attitude, self-motivated, computer skills (including email, excel, MS word, publisher), ability to organize and complete paperwork in a timely fashion/meet deadlines, telephone and fax skills, able to work with confidential information.

Job Responsibilities:

Program Assistant & DRT Duties-

- Program Assistant will work in the front office to complete scheduling and other required front office duties.
- Assist Marketing/Development Coordinator in organizing and conducting DRT Programs which include but not limited to:
 - Write and send invitations/training announcements;
 - Coordinate email list;
 - Prepare and order for supplies/set up venue for event;
 - Submit OASAS training credential paperwork;
 - Prepare and coordinate materials for trainings – packets and certificates;
 - Set up registration process/clean up;
 - Be responsible for any equipment belonging to CFLR, Inc.;
 - Provide material for website postings/calendar updates.

IDP Duties-

- Serve as liaison to local and state Department of Motor Vehicles.
- Utilizes OASAS Impaired Driver System online; inputting all data entry required.
- Uses DDP Express computer program to enter and track each client.
- Organize IDP class sites and schedules.
- Prepare class bags for instructors – including roster, required materials, and Workbooks.
- Assist students in navigating the completion of the program (i.e. treatment, legal issues, and class attendance with oversight from Director).
- Communicate with treatment providers regarding clients' completion of treatment.
- Maintains accurate program information (i.e. treatment providers, curriculum).
- Complete statistical and annual reports under direction of Prevention/IDP Director.
- Organize quarterly meetings with IDP instructors.
- Provide updated information to IDP instructors.



- Assist with projects related to Prevention Council.
- Contributes to team effort by performing other duties as assigned by Prevention Council/IDP Director.

*Promotes a positive workplace environment.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Equal Opportunity Employer

Employee's signature

Date

Prevention/IDP Director signature

Date