



### **Associate Director**

Tempo Group is seeking an Associate Director to provide administrative and clinical leadership for all agency services.

#### **Duties & Expectations:**

- The Associate Director will help to ensure that all Tempo Group behavioral health, prevention, education and community services are demonstrated to be effective and in compliance with applicable local city, state, and federal mandates. The Associate Director provides direct clinical and administrative supervision and supports the agency mission. ----The Associate Director oversees the clinical delivery of efficient, high quality assessment, prevention, education and therapeutic recovery services to all agency patients, their families and the communities we serve.
- The Associate Director will provide direct social work services, to a small caseload, which include crisis intervention, individual, family and group counseling, in collaboration with other members of an interdisciplinary team and completion of relevant documents.
- The Associate Director works collaboratively with the Executive Director to ensure adherence to government funding requirements, regulatory compliance and accepted standards of care. Assists in setting programmatic goals, works to implement the agency strategic plan and updates clinical policy and procedures accordingly.
- The Associate Director, in collaboration with the Executive Director and other administrative team members, will oversee the professional, organizational, and administrative aspects of agency services and operates within the framework of Tempo Group's Mission. Included in this is participation in generating personnel actions: appointments, reappointments, terminations and disciplinary actions.
- The Associate Director assists the Executive Director in analyzing and evaluating the quantitative and qualitative performance of all employees and completes probationary and annual performance evaluations. Oversees the orientation and training of new staff.
- The Associate Director works collaboratively with the Executive Director to promote and pursue all aspects of agency development and growth. Programmatic development including expansion of services, as well as, pursuit of fiscal opportunities, including, but not limited to public and private grant opportunities and fundraising endeavors.



**Required & Preferred Qualifications:**

- NYS licensure as a LCSW or PhD/PsyD required
- Ability to provide advanced clinical supervision to interns and staff required.
- Experience working in SUD treatment and prevention setting required. Ability to generate, interpret and analyze data from multiple sources. Knowledge of NY OASAS regulations, supervisory experience in health care setting, preferably in multi-site ambulatory care setting.
- 3-5 years of supervisory, leadership, or related experience required.
- Computer literacy with proficiency in MS Word, Excel, and PowerPoint.
- Demonstrates organizational, interpersonal, oral and written communication skills and the ability to handle multiple assignments at any time.
- Bi-lingual, fluency in Spanish, preferred.

**Salary and Benefits:**

Salary Range Commensurate With Experience

Full-time Position requiring at least one night

Benefits:

- 403(B)
- Dental insurance
- Vision insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off

---

Interested Applicants Please Forward Resume/CV and Cover Letter

To: [info@tempogroup.org](mailto:info@tempogroup.org)

---

Tempo Group Inc. is a community based non-profit organization that serves Long Islanders. Tempo Group provides prevention, education, intervention and treatment services related to substance abuse and co-occurring individual and family issues. With three offices across Nassau County, Tempo Group, its Board and staff are dedicated to the improving the behavioral health of Long Island Communities.

The Tempo Group Board of Directors and staff believe that an effective program must be community based and sensitive to the needs of the groups and individuals within the community.

Tempo Group believes that treatment should be individualized, evidence-based and offer supportive quality care that enables individuals and families to regain hope and health in a supportive, caring environment.

Tempo Group believes that the prevention of substance abuse lies in helping young people and their families' cope with the problems they encounter in establishing themselves as individuals, and community members. Young people must feel less alienated from peer, family, school and other community systems if they are expected to avoid substance involvement or other potentially risky behaviors and problems.

To that end, Tempo Group is committed to the prevention, intervention, treatment and community education regarding all areas of the addiction field. We believe that all individuals are entitled to the development and support of a healthy lifestyle.