



Rio Arriba County

JOB DESCRIPTION

RACSTOP ASSISTANT DIRECTOR-INTERNAL-DEPARTMENT

DEPARTMENT:	RACSTOP
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	[M-18 PER-SCHEDULE]
SALARY:	\$33.17 TO \$37.88 HOURLY / \$68,990 TO \$78,800
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	EXEMPT
CLOSING DATE:	12 FEBRUARY, 2026
POSTING DATE:	5 FEBRUARY, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Primary Summary:

Rio Arriba County R.A.C.S.T.O.P. Intensive Outpatient Treatment program is seeking a full-time Assistant Director under Louise Sanchez, Director of the Intensive Outpatient Treatment Program. Ensures that program activities run efficiently, documentation and reporting meet regulatory requirements, and all DWI offenders receive accurate and timely compliance monitoring. Work closely with the Director and Clinical Supervisor to coordinate the daily operations, ensure compliance with RAC policy and protocols, manage staff & weekly staffings, monitor the implementation of goals and objectives, and assist with IOT grant reports. Carrying a strong, structured leadership role, communication, and problem-solving skills are essential for this position. Also, conduct therapeutic and educational sessions with individuals, groups, or families and conduct screening assessments.

Duties and Responsibilities:

- Direct program oversight service to the Intensive Outpatient Treatment & Aftercare Outpatient Treatment programs.
- Services shall include program planning and direction in the delivery of services to repeat DWI offenders sentenced to serve court-mandated Screening & Assessments, and Intensive Outpatient Treatment, various referrals and self-referrals (IOT), and Aftercare Outpatient Treatment (AOT); self-referrals and various referral sources.
- Supervise DWI compliance monitors and administrative support staff.
- Track program census, attendance, and utilization to support planning and reporting.
- Complies with the Local DWI Program Detox/Grant Treatment Guidelines.



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- Follow the adoption of the taxonomy provided in the NM SA Needs Assessment.
- Coordinate with the Evaluator to plan and Evaluate Treatment and Aftercare Services.
- Ensures quality and continuity of care by maintaining program records, program planning, and policy development.
- Maintains a positive working relationship with clients, staff, and other outside entities used in the day-to-day operations of the unit.
- Maintain operational policies and procedures in alignment with state regulations and agency standards.
- Communicates with local judiciaries to make sure they refer defendants for the services. Communicates with various community entities.
- Responsible for the supervision of counseling staff and all aspects of their work performance.
- Responsible for submitting quarterly reports to the RACSTOP Director.
- Attend mandatory RAC Directors and Supervisory meetings as needed.
- Attends weekly meetings with the RACSTOP Director about the daily operations of the program.
- Works closely with Clinical Administrator to ensure the quality of care, records, and upkeep of files, treatment plans, and 90-day audits of clients' files.
- Works with DWI offenders and substance abusers directly; provides individual & family counseling; and core groups.
- Assists in facilitating clinical staff meetings, supporting with client issues and operations, filing, answering telephone calls, writing correspondence, and performing other clerical duties.
- Maintains close working relationships with the RACSTOP Director, counseling staff, and overall RACSTOP programming to ensure support as needed for events, etc.
- Supervise ongoing group facilitation and coverage placement.
- Keeps an ethical, responsible, and professional attitude in all program affairs and activities;
- Supervise and assist offenders/clients with information, organizational efforts, and duties as assigned or necessary.
- Oversees that all documentation and progress reports for the client's participation level are completed, and submits a monthly report to the referring agent.
- Supervise and assist with Case Management component to include; intake paperwork, referral to community resources, such as DVR, HHR, medical/dental services, housing, medication management, college, financial aid, criminal justice supervision, medical detox, public health service, in-patient services, CYFD family re-integration, compliance monitoring-UA appointments, post-group discharge monitoring, community service assistance and volunteer work. Provide continuing care for up to one year. Continuous follow-up calls, employment support, GED support, set up individual and family sessions, and various individual support



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appointments; support family members of clients, and support ongoing participation level.

- Supervise and assist with creating and maintaining a database for the program.
- Provide oversight to the alcohol and substance abuse treatment efforts of the Rio Arriba County STOP program.
- Collaborate with other agencies and service providers.
- Staff trainings, supervision, Client Clinical Staffing's of RACSTOP Intensive Outpatient Treatment and Aftercare Outpatient Program, Staff and performance evaluations.
- Create and assist with a mentoring program (mutual-help group): develop a protocol and initiate a program that will utilize clients who have advanced in the treatment program.
- Performs other duties as assigned by the RACSTOP Director/Designee.

Other Requirements:

- Employee will complete a pre-employment drug test.
- Employee may complete a new hire physical.
- Employee must comply with the safety guidelines of the county.
- Must complete HIPAA Certification within 60 days of employment.
- Employee must complete the County Road Ready Course within 60 days of employment.

Minimum Qualifications:

- Assistant Director must have at least (1) year of experience in an Intensive Outpatient Treatment setting, or must be approved by their respective professional licensing board as having met board requirements for providing therapy- licensures may include: LPCC, LSAA, LCSW, LADAC, (Masters in Social Work, Counseling), Degree(s) in social work or related field.
- Bachelor's degree in behavioral health, social services, criminal justice, public administration, or related field (or equivalent experience).
- 1–4 years of experience in program coordination, case management, justice-involved services, or behavioral-health operations.
- Experience working with DWI offenders, probation, courts, or compliance-based programs.
- Strong organizational, communication, and supervisory skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Familiarity with confidentiality laws (HIPAA, 42 CFR Part 2) and behavioral-health documentation standards.
- Ability to pass criminal/background clearance and credentialing review
- Shall be able to maintain a valid New Mexico driver's license or obtain one.



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- Successful completion of a thorough background investigation may include an FBI fingerprint check.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Recommended Qualifications:

- Assistant Director must be approved by their respective professional licensing board as having met board requirements for providing therapy- licensures may include: LPCC, LCSW, LSAA, Peer Support Specialist (Master's in Social Work, Counseling, or Psychology), Degree(s) in social work or related field, or 5 years of experience in the Treatment field.
- Minimum of (1) year of experience in the field of alcoholism and substance abuse treatment.
- Ability to thrive in a fast-paced environment
- Demonstrated organizational, human relations, and effective communication skills.
- Ability to orchestrate multiple tasks simultaneously.
- Has a current and up-to-date National Provider Identifier.

Preferred Qualifications:

- Trained in Trauma-informed care
- Trained in harm reduction modalities to include the distribution of Narcan.
- In-depth understanding of principles, techniques, and trends in counseling, psychotherapy, and various treatment modalities.
- Demonstrated initiative and ability to work independently.

Knowledge, Skills, and Abilities:

- Ability to understand and communicate with multi-cultural communities; Ability to communicate effectively, both orally and in writing.
- Ability in dealing with passive-aggressive individuals and individuals in denial about their addictions and negative/hostile behaviors that may surface, and the ability to handle those immediate situations.
- Determines the criteria for admission into the program and is also responsible for referring individuals back to conventional jail if recommended by counseling staff due to non-compliance with rules and regulations.
- Ability to perform the essential duties as stated above.
- Must have skills in forming working relationships with a wide variety of community members, organizations, and agencies, communicating effectively both verbally and in writing, using word processing software, working with a broad range of ages, and developing, organizing, and implementing programs and policies.
- Must be able to interact in a professional, courteous, and confidential manner with



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others.

- Attends all DWI Council meetings as scheduled.
- Bilingual Spanish is preferred.
- Knowledge of 12-step/ SMART Recovery Programs is desirable.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 20 pounds. If an item weighs more than 30 pounds, two or more County staff members must perform lifting. The majority of the work will be performed in the RAC STOP IOT program setting and/or the Aftercare Outpatient Program.

Some recreational/therapy work outside the IOT/AOT can take place.

May be required to work irregular hours and attend other job-related meetings.

Work Environment/Conditions:

The indoor temperature is regulated to ensure a comfortable working environment throughout the year. Workers are exposed to natural temperatures and weather conditions when performing duties outdoors.

Work is primarily carried out on a flat, dry surface. The surface may be carpet or a tile floor.

Primarily works alone with or without explicit directions from the Supervisor. The worker may work with a small group of other individuals at times.

Materials handled include a wide variety of paperwork, including incoming and outgoing correspondence, reports pertaining to county matters, and miscellaneous files and records.

The employee will be required to take some job-related courses.

The employee will work in an environment where smoking is not allowed.

The incumbent will perform his/her work in an office setting and will travel throughout the Rio Arriba, Santa Fe, and Bernalillo Counties.

The RACSTOP Office is located at 1122 Industrial Park Road in Espanola, New Mexico.

The county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence



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Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPAA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest,

Resume and Job Application to:

JobApplications@rio-arriba.org