



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
10/22/2025

Agency: Oregon Youth Authority

Facility/Operational Area: MacLaren YCF

☐ New

☒ Revised

This position is (Service Type):

- ☒ Classified (C)
☐ Unclassified (U)
☐ Executive Service (Z)
☐ Supervisory
☐ Non-Supervisory
☐ Management Service (X)
☐ Mgmt Svc - Supervisory (MMS)
☐ Mgmt Svc - Managerial (MMN)
☐ Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 2

b. Classification No: C0817

c. Effective (Established) Date: 7.1.1995

d. Position No: 0410003

e. Working Title: Substance Use Disorder Coordinator

f. Agency No: 41500

g. Section Title: MacLaren YCF

h. Budget Auth No: 000618440

i. Employee Name: vacant

j. Union Repr. Code: ☐ AFSCME (ACC)
☐ SEIU (OXNI)
☒ SEIU (OAI)

k. Work Location (City/County): Woodburn / Marion

l. Supervisor Name: Erin Fuimaono

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☐ Non-Exempt If Exempt: ☐ Executive ☐ Professional ☐ Administrative
o. Eligible for Overtime: ☒ Yes ☐ No

p. Eligible for PERS Police and Fire Designation per **ORS 238.005**:

☒ Yes ☐ No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

☐ Yes ☒ No

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers.

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

This position is part of OYA Facility Services which provides secure custody and reformation programming in 9 facilities located throughout Oregon for youth who would represent an unacceptable public safety risk in less restrictive environments. OYA facilities' programming promotes youth accountability, youth participation in evidence-based treatment, educational and vocational achievement, victim restitution, and community service.

All positions engage in the development and maintenance of a Positive Human Development culture. This culture provides a physically and emotionally safe and secure environment, fosters caring and supportive relationships, provides high expectations and accountability, and encourages meaningful participation and connection to communities with the goal of public safety and positive youth outcomes.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"**

The primary purpose of the MacLaren Youth Correctional Facility (MYCF) Substance Use Disorder (SUD) Treatment Coordinator position is to organize a continuum of alcohol, tobacco and other drug treatment services at MacLaren including assessment, treatment planning, individual and group counseling, and transition readiness. The person in this position provides technical support to living unit management teams around SUD treatment program design and implementation, program monitoring and evaluation, as well as consultation on individual treatment planning. The SUD Treatment Coordinator also provides training and supervision to staff in the implementation of agency-approved SUD treatment curriculums, augmented by CBT interventions and other interventions that are closely guided by evidence-based principles.

This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure custody, control and supervision of youth. Security and control take priority over all responsibilities. The employee in this position must be constantly vigilant and aware of potential breaches to safety or security and is required to initiate immediate and appropriate response to such breaches. Primary responsibility for every MacLaren employee is for the safety, health and well being of youth.

This position utilizes a diversity, equity, and inclusion lens focusing on creating equitable and just outcomes for all youth and staff.

This position demonstrates commitment to understanding the importance of diversity, equity, and inclusion (DEI) and integrating DEI into decision-making, policy development, practices, processes, and how we approach our work.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	N	E	<ul style="list-style-type: none"> Center work on equity, including decision-making at all points, policy development, operational practices and resource allocation. Practice and role model self-awareness and willingness to accept feedback about your own biases, assumptions, beliefs, emotions, and behaviors when interacting with others. Set similar expectations for those you supervise. Identify systemic inequities and barriers impacting equitable outcomes for youth and staff, especially those from marginalized groups, in your

% of Time	N/R/NC	E/NE	DUTIES
			<p>program area(s); develop and implement action plans to eliminate those barriers.</p> <ul style="list-style-type: none"> • Ensure diverse representation, including individuals from impacted groups, in projects and decisions and work together to create safe environments for those representatives to meaningfully engage. • Work with DS leadership team to develop and advance DEI priorities and set up systems of accountability. • Monitor and work toward equitable outcomes for your program area. Provide equitable access to professional support, resources, and opportunities for the team members in your program area.
35%	R	E	<p>Clinical Supervision</p> <ul style="list-style-type: none"> • Provides monthly clinical supervision and oversight of treatment delivery for staff who deliver SUD treatment services. • Coordinates reviews of co-occurring disordered youth, difficult cases, and hard to transition youth with Treatment Services Supervisor and assigned staff including review of the youth's case plan. • Supports staff by direct observation and provision of feedback regarding interactions with staff and youth, group documentation review. • Provides feedback and problem solving assistance to staff regarding SUD treatment services provided to youth. • Provides consultation and oversight in order to facilitate the selection of SUD treatment services that are consistent with youth's OYA RNA, OYA's substance use diagnostic assessment and case plan based on OYA-approved SUD curricula. • Monitors fidelity of the OYA approved SUD curricula as they are used to SUD staff • Works closely with Treatment Services Supervisor on fidelity correction implementation. • Provides supervision for required CADC certification, when approved. • Reviews substance use assessments, ASAM level of care assessment and discharge summary assessments completed by SUD staff
25%	R	E	<p>Administrative Coordination</p> <ul style="list-style-type: none"> • Assists in recruiting and hiring SUD staff • Leads the recruitment, training and supervision of Certified Recovery Mentors at MacLaren YCF • Works with facility Living Unit Managers in developing schedule for fidelity review and documents all fidelity/supervision conferences. • Participates in performance appraisal process by providing information on all assigned SUD employees when due (annual, temporary or special) which is accurate and detailed. • Reports all allegations of abuse or misconduct. Monitors staff/youth relationships for potential boundary violations and counter-transference concerns. Proactively address such issues in clinical supervision. • Works closely with all assigned SUD staff and management team members. • Develops communication strategies and provides information verbally or through written communication in a timely fashion.

% of Time	N/R/NC	E/NE	DUTIES
			<ul style="list-style-type: none"> Serves as “point person” between QMHP staff, SUD staff, unit staff, management, OYA staff psychologists/psychiatrist and/or contracted clinical staff when needed to coordinate consultation and case planning around SUD needs of selected youth. Serves as facility “point person” with Treatment Services Coordinators when out of facility placement and/or clinical services are being requested specific to SUD treatment. Oversees the facilitation of urinalysis tests for MacLaren YCF, including reporting results to appropriate parties
20%	R	E	Orientation and Training <ul style="list-style-type: none"> Participates in the orientation of new staff to the SUD Treatment Services Coordinator role and SUD treatment services. Provides direct SUD treatment services as part of staff training and development. Acts as liaison with Training Academy regarding SUD training related issues. Provides CADC training directly or coordinates training for all SUD treatment staff to maximize provision of clinical SUD treatment services. Serves as contact person for student interns involved in SUD treatment services, once approved administratively for clinical practicum. Participates in development and delivery of trainings for SUD staff based on updated best practices and/or curricula.
15%	R	E	Program Development <ul style="list-style-type: none"> Participates in regular meetings with other agency SUD Coordinators and Statewide SUD Treatment Coordinator. Works with facility Living Unit Managers on developing proactive plans for an effective array of SUD clinical treatment services while addressing youth risk factors and responsivity concerns. Communicates and works with professional and support staff directly regarding program development, quality assurance, supervision and outcome monitoring. Reviews documents pertaining to SUD treatment recommendations provided by the psychiatrist or psychologist. Assists SUD staff in implementation of such recommendations as needed. Available to Juvenile Parole and Probation Officers (JJPOs) whenever necessary to assist in the development of aftercare planning. Assures SUD clinical services provided are in adherence to professional codes of ethics consistent with the professional licensure and/or certification expectations. Maintains system, along with Treatment Services Supervisor, for response to youth in mental health crisis including suicide precautions, when necessary. Provides ongoing information and feedback to youth’s treatment team to enable incorporation of clinical SUD treatment into the youth’s case plan long term goals and interventions.

% of Time	N/R/NC	E/NE	DUTIES
5%	NC	NE	Miscellaneous/Other Duties, as required <ul style="list-style-type: none"> Coordinate and chair committees and work groups as assigned
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

All OYA locations are tobacco free environments.

All OYA employees are expected to work using safe work practices and to follow all policies regarding safe work practices.

Occasional in-state overnight travel for training or SUD program development meetings.

Regular contact with youth and others who exhibit hostile, assaultive behavior. This position is expected to supervise youth, enforce rules and may need to physically restrain youth on occasion.

There is potential exposure to communicable diseases. The consistent and effective use of appropriate infection-control materials and techniques is required.

Staff are expected to be positive example and role model for other staff and youth in accordance with all OYA and MacLaren Youth Correctional Facility policies and procedures.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

OYA mission, vision and core values

OYA policies and procedures

MacLaren YCF procedures

OYA case plans

American Society of Addiction Medicine criteria

American Correctional Association policy & guidelines

Oregon Revised Statutes 420 & Oregon Administrative Rules: OAR 416-070-0010 – 416-070-0050

Federal Regulations regarding SUD treatment services to youth

Guidelines for OYA approved curricula and treatment programs

Correctional and Performance Based Standards

Knowledge of current research literature in proven practices of substance use disorder treatment, youth development programming and related staff and program development in the juvenile justice system.

b. How are these guidelines used?

These guidelines are used to ensure all state and federal requirements are met and that sound substance use disorder and youth development practices are employed by the agency. Information, consultation and

interpretation to all levels of staff in development, evaluation and ongoing improvement of youth, staff and program development protocols. These guidelines also govern daily youth correctional facility operations.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
Statewide SUD Treatment Coordinator	Person/written/phone	Participate in development and implementation of substance use disorder services and related staff and program development initiatives and services	Weekly
Staff providing substance use disorder services	Person/written/phone	Lead and coordinate work regarding substance use disorder services and related staff and program development.	Daily
OYA Living Unit Managers, Case Coordinators, GLCs and JPPOs	Person/written/phone	Coordination and consultation regarding implementation of substance use disorder services and related staff and program development.	Daily
Contracted Providers	Person/written/phone	Coordination of SUD treatment	Periodically
OYA Youth & Families	Person/written/phone	Communicate and coordinate around SUD treatment needs and service provision.	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The SUD Treatment Coordinator is involved in advising MYCF administration in decisions directly related to substance abuse disorder programming and treatment.

The SUD Treatment Coordinator decides which staff are most appropriate to attend SUD-specific training.

In conjunction with Living Unit Managers, the SUD Treatment Coordinator helps develop SUD treatment programming and participates in treatment decisions related to SUD.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Classification Title	Position Number	How	How Often	Purpose of Review
Youth Facility Manager 1	0720672	Monthly supervision meetings; Indirect supervision; limited visual	On going basis, monthly meetings, and quarterly	To ensure programs efficiency & personnel performance

Classification Title	Position Number	How	How Often	Purpose of Review
		observation of performed work, and a written quarterly performance reviews	performance reviews	

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Current Certified Alcohol and Drug Counselor II certification or ability to achieve certification within 6 months of hire required.

Substance use disorder treatment or program experience working with children/adolescents/young adults required.

Desired Attributes used for recruitment:

- Experience providing substance use disorder treatment with adolescents in residential facilities
- Experience providing clinical supervision to CADC candidates
- Ability to coordinate assessments, treatment programming and training
- Ability to develop rapport and build collaborative relationships with youth, staff and unit leadership teams
- Centers diversity, equity and inclusion and developmental model approach

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date