

## **Alcohol and Drug Program Specialist**

### DEFINITION

Under general supervision, to perform a variety of alcohol and drug program activities such as substance abuse prevention education to the community in a manner consistent with the principles of the county alcohol and drug program strategic prevention plan; to provide substance abuse assessment, referral, intervention, counseling and treatment services; and other related duties as assigned.

### CLASS CHARACTERISTICS

*Alcohol and Drug Program Specialist* is a single position classification whose primary function is to provide substance abuse prevention education and direct counseling services on a countywide basis under the supervision of the Director and Clinical Coordinator.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Plan, develop, implement and evaluate Alpine County's alcohol and drug program strategic prevention plan.
- Track and analyze data related to the prevention plan
- Provide effective and sustainable substance abuse prevention education, outreach and information dissemination to the community.
- Facilitate the Prevention Coalition, engaging stakeholders in assessment, capacity building, planning, implementation and evaluation.
- Provide training and education for community regarding substance abuse.
- Monitor county substance abuse prevention providers, data submission and contract compliance.
- Submit reports in a timely manner and maintain responsibility for documentation of prevention services, needs assessment data and data associated with prevention efforts.
- Administer CalOMS Prevention database.
- Regularly participate in continuing education on substance abuse prevention and treatment and related topics.
- Provide substance abuse assessment, referral, intervention, counseling and treatment services.
- Works with clients to develop individual treatment plans and evaluates client progress toward goals.
- Responsible for documentation of all services provided to clients.
- Coordinate inpatient referrals for substance abuse treatment.
- Monitor contracts with inpatient treatment providers.
- Use computer software to enter client and prevention data and reports.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Substance abuse prevention programs, interventions and strategic prevention frameworks.

Community prevention strategies.

Principles, procedures, techniques and trends in alcohol and drug treatment and prevention and causes of substance abuse.

Diverse populations receiving treatment and education regarding substance abuse including probation referred, child welfare referred, clients with co-occurring disorders, youth, adults and the elderly.

Ethics related to the provision of behavioral health services.

Federal, state and local laws, regulations, policies and standards pertaining to alcohol and drug programs.

Crisis intervention principles and techniques.

County and department policies and procedures.

Programs, goals and purpose of the assigned department.

Modern office technology, including the use of computers for word and data processing.

### Ability to:

Plan, organize, develop and implement alcohol and drug treatment and prevention programs and services.

Counsel substance abuse treatment clients individually and in group settings.

Effectively educate the public regarding substance abuse prevention.

Make public speaking presentations to diverse populations.

Effectively represent the department at the national, state and county level in conferences, organizations, committees and related alcohol and drug program activities.

Communicate thoughts and ideas clearly both oral and written.

Exercise independent judgment and initiative.

Maintain accurate records and files.

Deal tactfully and effectively with persons contacted in the course of work, including those of diverse socio-economic and cultural backgrounds.

Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal direction.

Professionally handle and maintain a significant amount of sensitive and/or confidential information or materials as required.

Education:

Completion of a four (4) year college degree.  
Valid California certification or licensure in addiction counseling.

Experience:

Two years' experience providing direct substance abuse treatment to clients in a public or private clinical setting.  
Two to three (2-3) years' experience in the area of substance abuse prevention or related field.

Other Requirements:

Possession of a valid California driver's license.

TYPICAL PHYSICAL REQUIREMENTS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 10 pounds frequently and 25 pounds occasionally; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.