

ALCOHOL AND DRUG SPECIALIST

Class Code: 545

Range: E20

Definition: Under supervision, to provide a variety of case management, skills training and support services, which includes coordinating and providing services, some group and individual counseling and to perform related work as required.

Distinguishing Features: This is an entry/journey level position. Employees are expected to require a limited amount of time before an employee is capable of functioning at the full journey level. Employees initially work under direct supervision, and progress to more general supervision as the incumbent becomes able to independently perform the full range of duties. Employees work within procedural frameworks established by higher level positions.

Examples Of Essential Position Duties

The following duties represent the principal duties, however, they are not all-inclusive. Other duties may be required and assigned.

- Provide health education to clients regarding drug and alcohol interactions, risk of use of multiple drugs with methadone, affect of drug addiction on families, and methadone treatment.
- Assess client needs and functioning level and provide individualized case management services to clients to meet those needs.
- Provide services such as gathering information and data to determine the need and support for program eligibility, assess client problems and make referrals; schedule some client appointments for various services; assist clients in completing forms.
- Provide basic individual and group counseling, education, skills training, outreach and support to clients and families as necessary.
- Provide indirect services including routine consultations to care givers and community agencies, client advocacy and community resource development.
- Prepares reports and maintains records accurate assessments, treatment plans and progress notes.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- Serves on committees; performs other duties and responsibilities as assigned.

Qualifications

Minimum Qualifications: A combination of education and experience equivalent to the completion of a Bachelors degree in social work, psychology, nursing or related field. One year experience in the delivery of mental health, drug treatment, and/or social services. Fluency in Spanish may be required.

Knowledge, Skills and Abilities: Requires a knowledge of the techniques and procedures used in evaluating, modifying and motivating human behavior; case management methods; rules, laws, regulations and ethics of mental health services and drug treatment; community services and resources. Must have the knowledge to identify various drugs and their effects on individuals. Ability to work with clients in a compassionate and non-judgmental framework. Ability to assess status of individuals and families for services and needs; write concise and accurate progress notes and reports; coordinate treatment plan; provide basic individual and group counseling; maintain confidentiality; establish and maintain cooperative working relationships with those contacted in the course of work.

Special Requirements: *Performance of the essential duties of this position include the following physical demands and/or working conditions:*

Ability to work in an office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; may require some moderate lifting, bending, reaching, kneeling and some climbing of stairs; sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment; may have slight exposure to communicable diseases and hazardous material.

License or Certificate:

Current and valid state driver's license. Must be a Certified Alcohol and Drug Counselor (CADC) or be able to complete the certificate within two years of date of hire.