

ALCOHOL AND DRUG SPECIALIST III

DEFINITION

To assist in the development of and implementation of alcohol and drug prevention and/or child abduction and abuse prevention services for schools, community groups, parents, the recovery community and private and public agencies and organizations; to serve as a community consultant, and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Alcohol and Drug Program Supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists in the planning, organization, and implementation of specialized community and youth alcohol and drug prevention services.

Coordinates, implements and maintains youth substance abuse prevention mentoring programs, (Friday night Live, etc.).

Develops, plans, organizes and implements retention strategies for targeted community and youth alcohol and drug prevention programs.

Plans and coordinates the recruitment and training of mentors, advisors and protégés including interviews, screening and selection.

Promotes positive and healthy youth development by engaging youth as active leaders and resources in their schools and community.

Promotes alcohol and drug prevention measures with community and youth groups.

Assists in the coordination of community alcohol and drug prevention programs.

Develops and implements specific alcohol and drug prevention activities, as assigned, including community prevention and youth development services.

Works collaboratively with agencies/staff in the community that interface with the Alcohol and Drug Program, including Mental Health, Probation, Social Services, District Attorney, Public Defender and the Courts.

Plans and develops educational programs for students, teachers and parents, regarding child abduction prevention, sexual and physical abuse and family emergency action plans.

Administers Safe Child Program for youth (pre-school through middle school) utilizing interactive classroom presentations.

Disseminates educational materials to middle and high schools, libraries and County agencies on abuse prevention, domestic violence, physical and sexual abuse, neglect issues and child abduction prevention.

Performs general office work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations and standards pertaining to substance abuse.

Principles of alcohol and drug education and alcohol and drug prevention methodologies.

Social aspects and characteristics of alcohol and other drug abuse.

Community resources, including schools, community support groups, mental health, and social services agencies.

Principles and techniques of community organizing, basic health education, public speaking and marketing.

Principles and techniques used in developing training materials using a variety of formats and media.

Psycho-social impacts of child abuse and neglect.

Interviewing techniques.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules, regulations, policies and procedures pertaining to substance abuse and/or child abuse prevention.

Perform a variety of alcohol and drug counseling and prevention and child abuse and abduction prevention assignments.

Plan, organize and conduct specialized alcohol and drug prevention and child abduction and abuse prevention programs.

Organize data, develop information, and prepare clear, concise, comprehensive records and reports.

Work cooperatively with youth, school administrators and teachers, parents and community leaders and volunteers in the development and conduct of targeted prevention programs.

Develop and maintain the confidence and cooperation of youth and/or adult clients and their families.

Develop and maintain effective working relationships with co-workers and the general public.

Maintain the confidentiality of client information.

Assist in the selection, training, supervision and evaluation of program mentors, advisors and protégés.

Communicate effectively both verbally and in writing.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment. Interaction with clients requires adaptability when confronted with emergency, critical, unusual, or potentially dangerous situations. Potential exposure to infectious diseases.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; 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.

MINIMUM QUALIFICATIONS

Experience:

Three years of increasingly responsible substance abuse and/or behavioral health counseling, education or prevention experience.

Education:

Graduation from an accredited college or university with a Bachelor's degree in social work, psychology, sociology, or a closely related field.

Substitution:

Additional qualifying experience can substitute for up to two years of the required education on a year for year basis.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must meet certification requirements of the Licensing and Certification Division of the State of California, Department of Alcohol and Drug Programs.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.