

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR

DEFINITION

Under general direction, to plan, organize, and supervise the functions, services, and programs of the Plumas County Alcohol and Drug Program related to substance use disorder treatment; to be responsible for the development and evaluation of programs and services; to provide individual and group counseling services; to supervise treatment team staff; to represent Alcohol and Drug Programs with community organizations and other government agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification. Incumbents possess a valid California license as a Licensed Clinical Social Worker, Marriage and Family Therapist, or Psychologist; or a valid California Alcohol and Drug Certification – Master’s Level Addiction Specialist. Incumbents exercise independent clinical judgment within the scope of program responsibilities and licensure, and may provide training and guidance to less experienced employees and/or provide clinical supervision for hours towards certification or licensure. This position has responsibility for the supervision and coordination of substance use disorder treatment services provided by Plumas County Alcohol and Drug. The incumbent works closely with the Plumas Alcohol and Drug Administrator in the development and administration of Alcohol and Drug programs. Responsibilities also include providing direct counseling services and supervision of treatment staff.

REPORTS TO

Alcohol and Drug Administrator or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

Substance Use Disorder Specialist I and II, Community Care Case Manager, and other contracted program staff.

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 2

EXAMPLES OF DUTIES

- Develops, administers, and evaluates the County Alcohol and Drug Programs in consultation with the Alcohol and Drug Administrator.
- Assists with recruitment, staffing, and selection of personnel.
- Supervises, trains, and schedules staff.
- Assists with establishing clinical treatment procedures and processes.
- Provides leadership, clinical supervision, and consultation to staff in the resolution of difficult questions concerning clinical problems and client services.
- Assists with the development of the County's plan for Alcohol and Drug/Prevention and Treatment.
- Works with State Department of Alcohol and Drug Programs.
- Conducts program evaluations.
- Serves as a member of the Plumas County Crisis Intervention Team to assess individuals for involuntary hospitalization.
- Develops policies and procedures.
- Provides supportive services and consultations to private alcohol and drug abuse facilities.
- Develops the budget and monitors financial reports.
- Provides training and education for community organizations.
- Acts as liaison with community groups, and State and local agencies concerned with alcohol and drug problems.
- Analyzes and makes recommendations regarding the effectiveness of services.
- Participates in policy development and implementation.
- Develops grant proposals for development of alcohol and drug services.
- Manages grant compliance.
- Conducts community presentations on alcohol and drug issues.
- Provides services to clients in recovery or in crisis as needed.
- May provide prevention services as needed.
- Works as part of the treatment team for persons ordered into treatment by the Courts.
- Provides records and reports to the County Probation Department and other authorized agencies.
- Refers individuals for residential substance abuse treatment.
- Coordinates continuity of services for clients needing in-patient treatment services

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Substance use disorder treatment related to addiction, recovery, rehabilitation, after care and prevention programs.
- The psychological and physiological effects of substance use and abuse
- Modern methods of assessing, treating, and counseling persons with substance use disorders
- Federal, State and local laws, regulations, policies and standards pertaining to alcohol and drug programs.
- Community organization principles and practices.
- Causes and treatment of substance use disorders.
- Crisis intervention principles and techniques.
- Methods and techniques of individual, group and family counseling.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, develop, and implement a continuum of substance use disorder prevention, treatment, and after care programs and services.
- Assign, schedule, supervise, and evaluate staff.
- Develop a budget and control expenditures.
- Develop and implement alcohol and drug education programs for staff and community groups.
- Provide individual and group counseling sessions.
- Interpret, apply, and explain Federal, State and local laws, regulations, policies and procedures regarding substance use disorders.

ALCOHOL AND DRUG PROGRAM CLINICIAN/SUPERVISOR – 4

Ability to - continued:

- Effectively represent Plumas County Alcohol and Drug Programs in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Five (5) years experience in alcohol, drug, medical, mental health, or public health program, which must have included at least two (2) years of responsibility for program planning, administration and supervision of services.
- Graduation from a recognized college or university with a Master's degree in Psychology, Counseling, Psychiatric Nursing, or Social Work, including sufficient courses for obtaining the requisite license.
- Additional education in Health Administration, Business Administration, or Public Administration is desirable.

Special Requirements:

- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Must possess valid California license as a Licensed Clinical Social Worker; Licensed Marriage and Family Therapist; Licensed Marriage, Family and Child Counselor; or Licensed Clinical Psychologist by the California State Board of Behavioral Science Examiners. Or, possess a valid California Alcohol and Drug Certification – Master's Level Registration Addiction Specialist.
- All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.