

**SUBSTANCE USE DISORDER SPECIALIST I****DEFINITION**

Under the general supervision, provides drug and alcohol counseling, case management services, and support to groups and individuals. Develops and implements education and prevention programming.

**DISTINGUISHING CHARACTERISTICS**

This position is an entry level position in the Substance Use Disorder Specialist class series. It differs from the Substance Use Disorder Specialist II in the level of training and experience that is required.

**REPORTS TO**

Alcohol and Drug Administrator, Alcohol and Drug Program Clinician/Supervisor or designee.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **SUBSTANCE USE DISORDER SPECIALIST I - 2**

### **EXAMPLES OF DUTIES**

- Conducts initial screenings of potential clients; gathers and assesses relevant background information; manages client waiting lists. Evaluates the severity of client problems and determines the appropriate level of care; formulates treatment and discharge plans.
- Participates in treatment team, staff, and professional meetings to discuss client treatment and progress.
- Provides drug and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders (i.e. mental illness, HIV, or other acute/chronic medical conditions).
- Makes home visits as appropriate.
- Conducts group sessions dealing with drug/alcohol education and communication, parenting, life skills, relapse prevention, coping and relaxation skills.
- Conducts admission procedures for detoxification and residential programs.
- Provides information and referrals for appropriate services provided through other Health and Human Service Agency departments and other community agencies as needed.
- Provides pre-sentence evaluations and treatment recommendations for criminal justice agencies.
- Provides and participates in alternative activities and recreational programs for clients.
- Observes and records client behavior; maintains complete case files, ensuring the accurate completion of various required documents, records, and reports within established deadlines.
- Reports documented or suspected abuse and neglect as mandated by law.
- Provides follow-up and after-care services.
- Develops and implements education and prevention programming. Attends and participates as requested in meetings of community groups dealing with drug/alcohol related problems;
- Distributes information and gives formal and informal presentations and training sessions to schools, various agencies, and community groups.
- Establishes client financial liability for services.
- Provides transportation services for clients and their families to and from treatment and to conduct case management services.
- Attends training sessions, workshops, and meetings to enhance job knowledge and skills.
- Performs various office/administrative duties as necessary, including preparing and typing reports and correspondence, compiling statistical data for reports, procuring supplies and materials, attending meetings, and answering the telephone.
- Provides case management services to clients, families and significant others.
- Participates in multidisciplinary team meetings with valid written consent from clients to review client caseload, treatment outcomes and recommendations.
- May provide leadership to ancillary staff.
- Collects and processes laboratory specimens in accordance with approved policy.
- Will meet department standards for productivity and related documentation requirements for third party reimbursement.

## **SUBSTANCE USE DISORDER SPECIALIST I - 3**

### **EXAMPLES OF DUTIES - continued**

- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Compliance with all relevant laws and regulations regarding confidentiality, including CFR 42.
- Performs related work as required.
- Exhibits counselor competency

### **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 setting, off-site, or client home; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Policies, rules, laws and regulations of the Plumas County Alcohol and Drug Department, Federal, State and local governments regarding alcohol/drug abuse and treatment.
- Theories and causes of drug and alcohol dependence.
- Techniques and methods used in drug/alcohol abuse counseling, treatment, education and prevention.
- Theories of normal and abnormal psychology.
- Casework and interviewing techniques.
- Available community resources.
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.
- Culturally and linguistically appropriate services and how they influence agency practices.
- Leadership concepts and principles.
- Maintain ethical standards.

## **SUBSTANCE USE DISORDER SPECIALIST I - 4**

### **Ability to:**

- Analyze drug/alcohol abuse related emotional/behavior disorders and carry out effective treatment plans;
- Perform individual and group counseling;
- Evaluate the effectiveness of drug/alcohol abuse programs;
- Develop and implement effective drug/alcohol education and prevention programs;
- Use independent judgment and discretion in implementing various programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Speak effectively in public;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

### **Training and Experience:**

Requires registration to obtain a State of California certification as a Drug/Alcohol Counselor within six months of date of hire. Requires possession of a valid State of California certification as a Drug/Alcohol Counselor within five years of date of registration. Failure to obtain certification as outlined will result in the incumbent becoming disqualified for further employment as a Drug/Alcohol Counselor I.

Equivalent to completion of a drug and alcohol addiction studies program as part of two (2) years of formal education beyond high school in psychology, sociology, or related field.

Five (5) years of clinical experience is preferred.

### **Special Requirements:**

Possession of an appropriate valid California Driver's License.

Must complete periodic continuing education coursework as required to maintain active certification.

Must possess, or be willing to obtain, national provider identifier (NPI).

## **SUBSTANCE USE DISORDER SPECIALIST I – 5**

### **Special Requirements – continued:**

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.