

## **COUNTY OF SOLANO**

### **SUBSTANCE ABUSE PROGRAM COORDINATOR**

**Est. 10/95**

#### **DEFINITION**

Under general direction, plans, organizes and coordinates a drug and alcohol treatment program providing community support/social services, continuing care, or treatment of substance abuse clients and their families; serves as a member of the Health and Social Services management/supervisory team, and may provide direct clinical services and other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This class is characterized by programmatic or supervisory worker responsibility for program planning and development, assisting in contract negotiations and monitoring, preparing reports and interagency coordination. Incumbents may carry a caseload requiring difficult and intensive substance abuse therapy for drug and alcohol clients and their families. This class is distinguished from the Supervising Mental Health Clinician in that the latter has responsibility for supervising a unit of Mental Health Clinicians providing direct clinical services. It is distinguished from the Substance Abuse Administrator which has responsibility for multiple programs, budgetary oversight and monitoring, and revenue generation.

#### **EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

- 1.** Plans, organizes and coordinates the activities of a substance abuse program in accordance with laws, regulations and departmental policies; provides operational and budgetary oversight; provides for quality assurance; participates in the evaluation of clinical and technical staff's performance; coordinates licensed and unlicensed professional services.
- 2.** Conducts clinical case conferences with licensed and non-licensed staff to evaluate case progress; provides consultative supervision to staff as necessary; develops staff awareness and skills; provides information and training on the latest service techniques.
- 3.** Coordinates and provides direct clinical services which may include initial client screening, assessment, individual and group counseling, case management and/or therapy and makes appropriate referrals; performs crisis intervention when necessary.
- 4.** Takes lead responsibility in developing and/or maintaining a substance abuse service, education or advocacy program; monitors and evaluates program performance in order to meet program goals and objectives.

**EXAMPLES OF DUTIES (Continued)**

5. Meets with representatives of other programs, local and state departments, agencies and community organizations concerning substance abuse issues related to the assigned program.
6. Assists in developing and monitoring contracts or grants in an assigned service area; monitors budget expenditures; ensures revenue collection; contract compliance and quality of services provided by contractors and providers.
7. Works with community groups and gains support from the community for assigned substance abuse program.
8. Performs administrative support services such as ordering supplies, processing maintenance requests, arranging minor purchases, etc.
9. Works with Health and Social Services Department to plan and implement integrated services.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Extensive professional substance abuse experience involving the provision of drug and alcohol treatment or continuing care services supplemented by training or experience in supervision which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Five years of journey level professional experience in a substance abuse program including experience developing, coordinating and providing program services to the designated target population which demonstrates possession of and competency in requisite knowledge and abilities. Education equivalent to a bachelors degree in Sociology, Psychology, Public Health or closely related field may be substituted for one year of experience.

**Knowledge/Skills/Abilities**

**Thorough knowledge of** traditional and innovative clinical and programmatic techniques used in the rehabilitation treatment of individuals with drug and alcohol disease in the targeted population; the etiology and behavior patterns associated with substance abuse; appropriate

**Knowledge/Skills/Abilities (Continued)**

intervention strategies; principles and methods of conducting clinical interviews for diagnosing substance abuse clients; characteristics and social aspects of mental and emotional disturbances; theories of human behavior and personality development; laws, rules and regulations governing the treatment of substance abuse clients; community facilities and resources relating to program.

**Working knowledge of** techniques for the planning, development and implementation of client centered treatment plans, and techniques of casework consultation; training and supervisory practices; the development and formulation of agency mission, goals, and policy; effective consultation supervision and training; developing program objectives in relation to departmental goals and objectives; program development and planning.

**Ability to** train, guide and lead the work of others engaged in professional substance abuse care and support activities; make decisions and independent judgments, understand and apply laws, regulations, and policies governing program operations; maintain confidentiality of information; make assignments; prioritize and evaluate work; coordinate activities and communicate plans, goals and objectives to staff and to consumers; conduct groups and individual counseling sessions; teach treatment intervention skills to others; communicate effectively both verbally and in writing; communicate effectively with other professional staff, consumers of substance abuse services, family members and individuals from diverse socioeconomic backgrounds; establish and maintain cooperative working relationships with line and supervisory staff; determine the appropriate course of action in emergency or highly stressful situations; understand program objectives in relation to departmental policies, goals and procedures; maintain accurate records and document actions taken.

**SPECIAL REQUIREMENTS**

Incumbents in this class, depending on assignment, may be required to meet eligibility requirements for licensure or possess a valid license issued by the California State Board of Behavioral Science Examiners or Board of Psychology in one of the following disciplines: Psychology, Licensed Clinical Social Worker (LCSW), or Marriage, Family and Child Counselor (MFCC).

Independent travel will be required.

Possession of or ability to obtain a valid Class C California driver's license is required.

Selectees for employment, must as a condition of employment, sign a statement agreeing to comply with mandatory child and elder abuse reporting, drug free work force, and confidentiality.

**SPECIAL REQUIREMENTS (Continued)**

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

**SUPPLEMENTAL INFORMATION**

In accordance with State law and regulation, incumbents provide psychotherapy to clients as individual licensing permits.