

COUNTY OF SOLANO

SUBSTANCE ABUSE PREVENTION SPECIALIST

DEFINITION

Under direction, plans, organizes and coordinates the substance abuse prevention activities, performs related duties as required

DISTINGUISHING CHARACTERISTICS

This single position class is characterized by the responsibility for the school and community substance abuse prevention program. The incumbent provides liaison with school representatives and community groups to provide education and coordination of department services. This class is distinguished from the Substance Abuse Coordinator in the latter's responsibility for the management of a comprehensive program which includes several service components.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following

1 Plans, organizes and coordinates the substance abuse prevention activities, coordinating program components with providers of related services, assists representatives of the school district and the community in development of educational components compatible with goals and objectives of the Substance Abuse Prevention program, evaluates progress and effectiveness of program activities and recommends modifications as required

2 Develops and maintains agency's community resources network by keeping in contact with and knowledgeable of programs provided by community organizations and other agencies, provides training information to community groups and students by giving speeches and classroom discussions.

3 Provides direct services to clients through individual and/or group short term counseling, identifies psycho social factors affecting the client and contributing to physical and/or psychological addiction, makes referrals to medical and social service providers as necessary.

4 Prepares and maintains a variety of narrative and statistical reports including grant proposal applications, answers correspondence, prepares television, radio, news articles and brochures to publicize programs and activities

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Considerable experience working as a counselor in a substance abuse program or with a substance abuse caseload working within a mental health setting supplemented by training or experience in community organizing which demonstrates possession of and competency in requisite knowledge and abilities

KNOWLEDGE/ABILITIES

Considerable knowledge of current and effective substance abuse prevention methods, effective methods of instruction and training, drug and alcohol effects on the human body, group and family dynamics; psychological and therapeutic counseling with emphasis on applications in the substance abuse field.

Working knowledge of information, materials and resources available for use in drug and alcohol prevention education, funding sources, community resources and models of service delivery.

Ability to develop and maintain appropriate educational programs to meet the goals and objectives of the substance abuse prevention program, establish and maintain effective working relationships with school administrator, community group representatives, parents groups and other staff, motivate community groups to organize the development of prevention programs; communicate effectively both verbally and in writing, understand program objectives in relation to departmental goals and procedures, determine the appropriate course of action in emergency or stressful situations, provide direct services to clients through screening and short term counseling, demonstrate tact and diplomacy, collect and analyze data to establish/identify needs and evaluate program effectiveness, develop goals and objectives, prepare funding proposals, comply with laws, regulations and professional practices governing substance abuse program services and operations, secure cooperation and teamwork among professional and/or support staff, deal firmly and fairly with clients of various socio economic backgrounds and temperaments, maintain confidentiality of information, recognize and respect limit of authority and responsibility, effectively delegate responsibility and authority to others

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class III California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required

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