

CHEMICAL DEPENDENCY TREATMENT SPECIALIST III

NATURE OF WORK IN THIS CLASS

This is complex and responsible professional work involving competent patient care to chemical abusers.

Employees in this class perform counseling, therapy, record keeping and coordination of services to clients in the rehabilitative aspects of such a program. Employees often serve as team or group leaders over less experienced professional staff.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Provides primary counseling for alcohol and other drug dependent clients; supervises initial intake, screening and assessment of all referred cases; reviews and co-signs all subordinate Counselors and Psychiatric Technicians progress notes, treatment plans, and aftercare plans.

Coordinates and follows up on all referrals from outside health providers; insures that consultants are appraised of each client's condition on a regular and timely basis.

Provides for training and supervision of all subordinate staff working in the clinical setting.

Assists in developing content and treatment schedules both in outpatient and residential programs; insures that family and couples' treatment programs for co-dependency are provided facilitation.

Provides crisis intervention plans for clients, assuring that appropriate referrals are made, and that necessary follow-up procedures are adequately addressed; insures that aftercare treatment plans are documented for all discharged clients.

Assists in the development of data collection instruments and needs assessments to be used in the overall improvement of alcohol and other drug services.

Assists in developing administrative procedures and guidelines for specific treatment projects and activities; works with the Program Administrator in the development of budgetary plans for services to alcohol and other drug clients.

Represents the Agency Administrator or Department Director in meetings and functions pertaining to alcohol and drug abuse as assigned.

Maintains records and prepares reports.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of current research and literature on alcohol abuse and addiction.

Knowledge of the principles, techniques, methods and practices involved in the treatment of addiction and alcohol abusers.

Ability to develop and implement a comprehensive chemical dependency treatment systems program.

Ability to interpret and apply pertinent local and federal laws, rules and related guidelines.

Ability to interpret programs to other staff, disciplines, and community agencies.

Ability to analyze information and to make work decisions based on this information.

Ability to make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A) One year of professional human services work or chemical dependency experience, and graduation from a recognized college or university with a Master's degree in psychology, social work, or closely related field; or
- B) Three years of experience in human services work or chemical dependency, and graduation from a recognized college or university with a Bachelor's degree in psychology, social work, or closely related field; or

- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid driver's license.

Established: October, 1991
Pay Range: 46
Grade: M



FELIX P. CAMACHO
Executive Director
Civil Service Commission