

SUBSTANCE ABUSE PROGRAM SPECIALIST

3.085

NATURE OF WORK IN THIS CLASS:

This is complex professional work involved in the development and implementation of substance abuse prevention and rehabilitation programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Develops and implements substance abuse prevention and education programs for the public school system; provides training for teachers/administrators in the use of the program materials/services available; participates in the development of substance abuse curricular materials; conducts surveys and interprets incidence and prevalence of substance abuse in the school system, and recommends programs to control and prevent drug abuse; orders books and materials for use by school personnel; serves as program consultant to teachers and students.

Coordinates with program specialists in the implementation of established state agency programs for alcohol and drug abuse prevention, treatment and rehabilitation; participates in the development and implementation of drug surveys; reviews and interprets incidence and prevalence of substance abuse based on the Statistical Drug Survey and monitors same; participates in the development of mechanisms and means to determine the scope of the problem of substance abuse and the service requirements of treatment populations.

Coordinates and maintains liaison with other agencies who may be impacted by programs dealing with mental health, drug or alcohol abuse.

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

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of controlled substances and the known effects of alcohol and drug abuse.

Ability to develop and implement a comprehensive substance abuse prevention and rehabilitation educational programs for the public school system or the general public.

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

Ability to make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

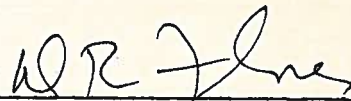
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of experience in the implementation of substance abuse programs, and graduation from a recognized college or university with a Bachelor's degree in psychology, social work, public administration or related field; or
- B) Any equivalent combination experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: July, 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission