

DRINKING DRIVER COORDINATOR

DEFINITION

Under general supervision, to develop and coordinate Drinking Driver Program functions and activities; to provide educational services and alcohol and drug intervention for persons ordered to attend a Certified Drinking Driver Program; to interview Drinking Driver Program clients; to schedule clients for counseling sessions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized coordinator and program support position for the Drinking Driver Program. Incumbents perform a variety of program development and coordination assignments for the Drinking Driver Program in the County Mental Health Department.

REPORTS TO

Alcohol and Drug Program Chief.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Has responsibility for providing educational services and alcohol and drug intervention to persons Court Ordered to attend a Certified Program.
- Conducts intake interviews with Court referred clients, gathering client information for the Drinking Driver Program.
- Answers a variety of questions, develops participants' contracts.
- Schedules clients for classes and counseling sessions.
- Provides information about the policies, procedures, and functions of the programs.
- Maintains client information on the computer system.
- Retrieves program statistical information.
- Supervises the collection of fees from participants.
- Insures proper development and maintenance of client transaction, payment, and attendance data.
- Conducts informal meetings with clients.
- Provides counseling to clients.
- Handles incoming telephones calls including "crisis" calls.
- May co-facilitate multiple offender group sessions.
- Maintains client files and records.
- Maintains weekly contact regarding client participation with the Courts and the Probation Department.
- Answers question and provides information relating to County Alcohol and Drug Programs.
- Prepares and presents information for group sessions.
- Conducts out stationed classes.

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 environment; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations, and procedures regarding the Drinking Driver Program.
- Modern office practices, methods, and procedures.
- Alcohol and Drug abuse problems and programs.
- Counseling techniques used in individual and group therapy.
- Operation and use of computer equipment and software packages.
- Basic mathematics.
- Proper English usage, spelling, grammar, and punctuation.

Ability to:

- Interpret, apply, and explain Federal and State laws, rules, and regulations governing the Drinking Driving Program.
- Make public speaking presentation before groups and organizations.
- Analyze situations and behavior patterns, adopting appropriate courses of action.
- Effectively counsel clients, groups and families.
- Communicate effectively in writing.
- Maintain the confidentiality of information.
- Maintain composure in emergency and stressful situations.
- Use a computer and appropriate software in the performance of program support work.
- Deal tactfully and courteously with the public and other County staff.
- Effectively represent County Alcohol and Drug Program and Services with the public, and community organizations.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of alcohol and drug counseling experience equivalent to Alcohol and Drug Counselor I with Plumas County.

Completion of major course work in psychology, social work, counseling or closely related field may be substituted for one year of required experience.

Special Requirement: Possession of California Driver's license as issued by the California Department of Motor Vehicles.