

ALCOHOL AND DRUG PREVENTION COORDINATOR

DEFINITION

Under supervision, to perform a variety of Alcohol and Other Drug casework activities such as assessment, referral, intervention, and treatment; to coordinate the programs with schools, community organizations, and local activities; to conduct individual and group counseling and formulate treatment/recovery plans; to develop prevention strategies and services on a countywide basis; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a working level Alcohol and Other Drug Prevention Specialist class. Incumbents provide a variety of alcohol and other drug program and prevention services on a countywide basis. This class differs from the Substance Use Disorder Specialist class series in that incumbents are not required to be licensed and services are more focused on prevention than treatment.

REPORTS TO

Director of Alcohol and Other Drug Programs Chief or designee.

CLASSIFICATION DIRECTLY SUPERVISED

Provides some work direction and coordination for community volunteers, and special events, and youth outreach and engagement.

ALCOHOL AND DRUG PREVENTION COORDINATOR – 2

EXAMPLES OF DUTIES

- Performs assessments, referral, intervention, and may provide treatment to clients.
- Participates in and carries out an alcohol and other drug prevention and treatment program.
- Participates in the development of countywide prevention and intervention programs.
- Works with clients to develop individual treatment plans and evaluates client progress.
- Prepares and maintains client files.
- Refers clients to other resources as needed.
- Prepares written progress reports.
- Provides training, technical assistance, and outreach to other agencies, organizations and community groups.
- Coordinates a variety of community relations and special events.
- Develops and implements prevention programs.
- May prepare and deliver presentations to schools, community groups, and agencies.
- May develop and implement media campaigns.
- May work with a variety of adult and youth volunteers.
- Use proprietary computer software application to enter client data and ongoing progress reports.
- Participate in ongoing trainings as recommended in the Plumas County Alcohol and Other Drug Policies and Procedures and by the State Department of Health Care Services Office of Grant Compliance and Monitoring.

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 100 pounds with assistance as necessary; 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; may spend considerable time in the field; continuous contact with staff and public.

ALCOHOL AND DRUG PREVENTION COORDINATOR – 3

KNOWLEDGE OF:

- Primary, secondary and tertiary prevention programs.
- Community prevention strategies.
- Principles, procedures, techniques, and trends in alcohol and drug counseling.
- Community organizations.
- Interviewing, counseling, and evaluation techniques.
- Principles of individual and group best practices.
- Diverse populations receiving treatment including adult and juvenile probation, court-mandated clients, child protective services, and mental health clients.

ABILITY TO:

- Apply, and explain Federal and State laws, rules, and regulations governing alcohol and drug programs and services.
- Make public speaking presentations before groups and organizations.
- Effectively educate clients and families.
- Communicate effectively in writing.
- Maintain composure in emergency and stressful situations.
- Deal tactfully and courteously with the public, and other County staff, and collaborative partners.
- Effectively represent the department at the National, State, and County level in conferences, organizations, and related alcohol and other drug programs and services.
- Establish and maintain cooperative working relationships.

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 in a public or private clinical setting or completion of a four (4) year college degree in the human service field.

Completion of major course work in psychology, social work, counseling or closely related field may substitute for two (2) years of required experience.

SPECIAL REQUIREMENT:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California license must be maintained throughout employment.