

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

DRUG AND ALCOHOL COUNSELING SPECIALIST

REPORTS TO: Senior Coordinator, SLO SOBER SCHOOL
SUPERVISES: No Supervisory responsibilities

DEFINITION:

Interview and assess students with substance abuse and substance dependencies. Encourage sobriety of students in the community school setting through education, individual counseling, and support groups. Monitor progress and maintain student files.

QUALIFICATIONS:

Required:

1. AA degree or equivalent (48 semester units of higher education coursework in academic subjects).
2. Two years of direct service experience providing individual/group drug and alcohol counseling to at-risk adolescents and their families.
3. Certification as an addiction specialist or Drug and Alcohol Counselor or other certification recognized by California Alcohol and Drug Programs or Marriage Family Therapist (MFT) license, Social Work License (LCSW), or intern status of the same. Ongoing maintenance of this certification is a condition of continued employment.
4. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
5. Valid California driver's license.
6. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. B.S. or B.A. degree in a related field.

KNOWLEDGE AND ABILITY:

1. Knowledge of therapeutic principles and drug and alcohol treatment modalities, including family dynamics, personality development, child development, and parenting techniques.
2. Knowledge of mental health and children's social services resources within the community.
3. Knowledge of applicable laws, codes, and legal resources.
4. Knowledge of child abuse reporting laws and requirements.
5. Knowledge of problems and concerns of students with special needs.
6. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
7. Knowledge of basic computer applications and operations.
8. Knowledge of modern office practices, procedures and equipment.
9. Knowledge of record-keeping and report preparation techniques.
10. Knowledge of basic public relations techniques.
11. Ability to effectively find and utilize codes and legal resources.
12. Ability to maintain personal and ethical boundaries with students and staff.
13. Ability to establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.
14. Ability to work effectively and professionally with staff, students/clients, and employers.
15. Ability to communicate effectively both verbally and in writing.
16. Ability to prepare and maintain accurate and complete records and reports.
17. Ability to maintain regular and reliable attendance.
18. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
19. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.

20. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
21. Ability to deal with problems or issues involving several variables in non-standardized situations.

ESSENTIAL FUNCTIONS:

1. Interview prospective students for drug and alcohol counseling services. Conduct intake interviews with students and families. Make recommendations as to the suitability of students for the program.
2. Administer and score the Substance Abuse Subtle Screening Inventory (SASSI A-2) and interpret student profiles in order to diagnose students with substance abuse disorder and substance dependence.
3. Based on student treatment plans conduct treatment services for identified students, including daily support groups and individual counseling services.
4. Monitor student progress through regular face-to-face meetings, direct observations of student behavior in group, teacher reports, progress notes, results of Urinalysis (UA) screening and case management meetings.
5. Supervise the completion of all paperwork related to the program, including intake, enrollment, treatment logs, contact logs, treatment plans, and discharge summaries.
6. Maintain records and case files in accordance with professional standards, HIPAA, Drug Medi-Cal and in compliance with COE policy.
7. Conduct confidential UA Screening with students and maintain records of results.
8. Serve as a member of the Sober School treatment team and attend case management meetings.
9. Coordinate and supervise volunteers to be guest speakers during treatment groups.
10. Serve as a liaison between students and their teachers, Probation Officers, mental health staff, parents, school psychologists and other agencies. Coordinate parent meetings.
11. Drive a personal vehicle to conduct work.
12. Coordinate field trips and outdoor activities.
13. Network with and make referrals to appropriate community agencies.
14. Attend staff meetings, seminars and workshops.
15. Handle confidential information and materials with complete security.
16. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Hearing and speaking to exchange information.
3. Sitting or standing for extended periods of time.
4. Bending at the waist, kneeling or crouching.
5. Seeing to view a computer monitor and read a variety of materials.
6. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.
7. Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

1. Contact with dissatisfied or abusive individuals.
2. Potential for exposure to fumes from pepper spray.
3. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
4. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation:	37
Adopted:	4/27/11
Revised:	

