

ALCOHOL AND DRUG PREVENTION COORDINATOR

DEFINITION

Under supervision, to perform a variety of Alcohol and 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 County wide basis; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

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

REPORTS TO

Alcohol and Drug Program Chief.

CLASSIFICATION DIRECTLY SUPERVISED

Provides some work direction and coordination for community volunteers and special events.

ALCOHOL AND DRUG PREVENTION COORDINATOR – 2

EXAMPLES OF DUTIES

- Performs case assessments, referral, intervention and may provide treatment of clients.
- Participates in and carries out an Alcohol and Drug prevention/treatment program.
- Participates in the development of countywide drug programs.
- Talks, listens to and observes clients in individual and group counseling to obtain information for assessing clients' needs.
- Formulates treatment/recovery plans and evaluate client progress.
- Prepares and maintains case records.
- Participates in the development and implementation of prevention and recovery support programs countywide.
- Refers clients to other resources.
- Performs crisis intervention with families and others.
- Prepares written progress reports.
- Provides in-service training and technical assistance 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 concerning alcohol and drug problems.
- May develop and implement media campaigns.
- May work with a variety of adult and youth volunteers.

TYPICAL PHYSICAL REQUIRMENTS

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 environmental; may spend considerable time in the field; continuous contact with staff and public.

ALCOHOL AND DRUG PREVENTION COORDINATOR – 3

KNOWLEDGE OF:

- Alcohol and Drug treatment and detoxification methods and issues.
- 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 behavior.

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.
- Analyze situations and behavior patterns, adopting appropriate courses of action.
- Effectively counsel clients, group and families.
- Communicate effectively in writing.
- Maintain composure in emergency and stressful situations.
- Deal tactfully and courteously with the public and other County staff.
- Effectively represent State and County Alcohol and Drug Programs and Services with the public, and community organizations.
- 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 Drivers License by the time of appointment. The valid California license must be maintained throughout employment.