

## SUBSTANCE USE DISORDER SPECIALIST I

### **Definition:**

Under direct supervision, provides direct counseling for persons who have a history of abusing substances and who require recovery and prevention services.

### **Distinguishing Characteristics**

This classification is the entry level of the Substance Use Disorder Specialist series. Working under close supervision from a senior staff member, incumbents are assigned increasingly responsible work in a variety of substance use disorder recovery services. Incumbents provide substance use disorder recovery services and assist in the development of treatment plans. Promotion to Substance Use Disorder Specialist II is made on a merit basis, subject to the recommendation of the department head and the approval of the Human Resources Employee Relations Officer.

Incumbents may be required to work flexible hours including evenings and weekends.

### **Essential Functions:**

- Provides substance use disorder recovery services for adults and adolescents who are abusing alcohol or other drugs and who may have a serious mental disability.
- Under clinical supervision, participates in the development of treatment plans to address the mental health needs of participants and assess how recovery alters their mental stability.
- Conducts initial screening interviews, schedules appointments and conducts intake assessments to determine participant's ability to benefit from a recovery process in conjunction with other mental health services.
- Assists participants in establishing a plan to address social, cultural, familial and personal patterns that contribute to their substance use and abuse.
- Leads group discussions and education classes and participates in individual counseling sessions.
- Monitors and documents progress in recovery from alcohol and drug abuse to guide participants in the principles of recovery and in the principles of utilizing self-help groups and community services.
- Works with groups and individuals to provide a supportive environment that encourages the participant's ability to remain alcohol and drug free.
- Keeps accurate records of participant's progress in recovery, effects on mental stability and behavioral changes.
- Performs other related duties as required.

**Employment Standards:**

Registration with an approved organization qualified to certify individuals as alcohol and drug counselors pursuant to California Code of Regulations (CCR) Chapter 8, Title 9, Section 13035(a), AND completion of 155 documented hours of formal Alcohol and Other Drugs (AOD) classroom education, AND completion of 160 hours of supervised AOD training.

Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.

A valid California Class "C" Driver's License is required.

**Knowledge of:** the principles of alcohol and drug addiction; the process of recovery from addiction and recovery planning.

**Ability to:** facilitate group and individual recovery; relate to steps and philosophy of mutual self-help support groups such as Alcoholics Anonymous; monitor individual progress and recovery process; assess social, cultural, familial and personal patterns that contribute to substances use; establish and maintain effective working relationships; conduct interviews and gather information; work with a variety of public and private agencies in providing integrated mental health and recovery services for participants. Provide services at various office locations and outside the office as required; and to utilize a personal computer and associated software in order to access and maintain concise and complete electronic records and files.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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