

CHEMICAL DEPENDENCY TREATMENT SPECIALIST I

NATURE OF WORK IN THIS CLASS

This is routine professional work involving competent patient care to chemical abusers.

Employees in this class perform routine professional chemical dependency treatment duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

Conducts intakes and assessments for alcohol and other drug clients; makes preliminary assessments of referred cases.

Develops treatment plans to provide counseling in facilitating clients goals for physical and psychological needs; participates in individual, group and family counseling; and provides and implements continuing care for discharges clients.

Coordinates and develops treatment services such as Big Book and Twelve Steps Study Group, Alcohol Anonymous (AA), and AlAnon Meetings, and Referral to medical, legal, and educational services tangential to the recovery process.

Assists patients in on-going evaluation and coordination with the total treatment plan; assists in "de-escalating" or controlling clients in volatile situations.

Documents and reports information relevant to treatment; maintains overall records of clients' progress in case file on all written and assigned work, and case supervision is provided on a regular basis.

Attends regularly scheduled staff meetings such as treatment team, in-service training, and business meetings; participates in program development and assists in client education programs.

Sets work priorities with Drug and Alcohol Supervisor; communicates work schedule, including out of department meetings and documents time accurately in staff logbook.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and techniques involved in the treatment of addiction and alcohol abusers.

Ability to learn and apply chemical dependency treatment casework principles and practices.

Ability to develop drug and alcohol casework skills.

Ability to interpret and apply rules, regulations, and procedures pertaining to chemical dependency treatment programs.

Ability to interview and prepare plan for clients with drug and alcohol problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare accurate case records and statistical reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- A) Graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or
- B) Three years of responsible experience in human services or chemical dependency treatment work, including certification as a Drug and Alcohol Counselor; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid driver's license.

Established: October, 1991

Pay Range: 34

Grade: J



FELIX P. CAMACHO
Executive Director
Civil Service Commission