

MENTAL HEALTH & SUBSTANCE ABUSE TRAINING COORDINATOR

NATURE OF WORK IN THIS CLASS:

This is responsible professional work involved in coordinating and implementing mental health and substance abuse training and prevention programs and activities.

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

Implements and coordinates mental health and substance abuse in-service and public awareness/prevention programs and activities.

Develops and disseminates literature and films to the schools and the general public relative to substance abuse and mental health programs.

Conducts drug abuse assessment studies and evaluates data, identifying target groups of users and prevention priorities.

Assists in designing and developing a comprehensive mental health and substance abuse training and prevention plan.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and methods of drug abuse.

Knowledge of the basic principles of teaching methods and of learning processes.

Ability to coordinate and conduct training in mental health and substance abuse treatment and prevention.

Ability to conduct drug abuse assessment studies and design training plans to meet needs identified.

Ability to evaluate training activities and make recommendations to improve effectiveness.

Ability to interpret and apply pertinent laws, rules, regulations policies and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

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Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of technical experience in mental health and drug education/prevention programs and graduation from a recognized college or university with a Bachelor's degree in the behavioral sciences, education, public administration, political science or related fields; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Date Established: July, 1980

Pay Range: 27



DAVID R. FLORES, EXECUTIVE DIRECTOR,
CIVIL SERVICE COMMISSION