

## MENTAL HEALTH &amp; SUBSTANCE ABUSE TRAINING OFFICER

NATURE OF WORK IN THIS CLASS:

Develops and administers mental health and substance abuse training and prevention programs.

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.)

Designs, develops and administers a training and delivery system in mental health and substance abuse prevention to include needs assessment, resource identification, priority establishment, training design and delivery, evaluation and credentialing.

Develops and administers the State Plan involving substance abuse and mental health prevention and intervention and training and education programs for the Territory.

Delivers direct training to mental health and substance abuse workers and others in contact with individuals with drug problems.

Prepares and edits training manuals and other required training outlines and public information materials.

Coordinates with the University of Guam, Community College and other educational institutions and local agencies and organizations in developing local training resources.

Develops and administers a mass media campaign for the prevention of substance abuse.

Develops and administers a resource center of substance abuse and mental health literature and films to serve the information and technical assistance needs of the public in general and direct service provides in particular.

Prepares and administers program budget.

Maintains records and prepares technical and administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the principles, practices and methods used in training and prevention programs on mental health and substance abuse.

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

Ability to develop and administer comprehensive mental health and substance abuse training and prevention programs.

Ability to make decisions in accordance with program guidelines.

Ability to evaluate operational effectiveness and recommend/ implement changes to improve program effectiveness.

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

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of technical experience in mental health and drug abuse education and prevention programs, one year of supervisory work 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, 1981

Pay Range: 36

  
DAVID R. FLORES, EXECUTIVE DIRECTOR,  
CIVIL SERVICE COMMISSION