

HUMBOLDT COUNTY OFFICE OF EDUCATION

Drug and Alcohol Specialist II



Garry T. Eagles, Ph.D.
Superintendent

Job Summary

Under the direction of the Court and Community School Principal, the Drug and Alcohol Specialist II will work with CCS staff and students to plan, coordinate, promote and implement an alcohol and other drug prevention and intervention program utilizing science-based Alcohol and Other Drug (AOD) education curriculum; provide appropriate professional development training to CCS staff; develop, promote and deliver parent education and training; conduct individual and group-oriented direct services to students; and coordinate the work of subordinate AOD staff as assigned. Additional responsibilities may include coordinating, facilitating or otherwise assisting in any AOD grant management requirements including preparation and submission of grant application proposals and any periodic reporting requirements and narratives related to the AOD program.

Examples of Duties

Provides whole class and small group presentations as well as one-on-one sessions using adopted AOD curriculums and materials; develops new training materials and/or modifies existing programs and materials to meet changing local needs; researches and reviews local community resources and refer students to appropriate agencies when appropriate; consults and advises Court and Community School staff on the development and implementation of grant supported activities; develops and conducts inservice training in all AOD program components for teachers, administrators, and parents relating to alcohol and drug prevention and intervention activities; provides ongoing technical assistance with respect to drug and alcohol prevention and intervention; maintains confidential records, statistics and weekly documentation of time spent with all youth program participants; assumes a leadership role with other AOD staff to provide direction for implementation of program activities; assists in the development of new grant proposals; manages fiscal information for budget development in concert with the Court and Community School Principal; assists in the management of AOD grants; performs other duties as assigned.

Education and Experience

Must have certification in Chemical Dependency, college coursework in chemical dependency studies and psychology courses and a minimum of three years' experience working in the field of family and youth in chemical dependency issues. Previous experience working in educational setting is desirable but not required.

Knowledge of:

- General principles of chemical dependency intervention and prevention and the application to the well being of school age children;
- Appropriate AOD education curricula and instructional materials;
- Local AOD resources;
- Typical computer word processing and graphics display programs;
- Data management and recordkeeping processes related to services provided;
- Grants management;
- Effective personnel supervision techniques.

Ability to:

- Communicate effectively both orally and in writing;
- Research, design and make oral presentations to small and large groups;
- Plan and implement developmentally-appropriate programs for adults and children;
- Establish and maintain effective, positive, and cooperative relationships with those contacted in the course of work;
- Maintain accurate records, compile and verify data;
- Work effectively in the absence of direct supervision;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work effectively under varying degrees of stress;
- Coordinate and/or lead other AOD staff and to work effectively as a member of a team;
- Meet and/or exceed all outcomes required by grant funding.

Other Position Requirements:

Must possess a valid California driver's license issued by the State Department of Motor Vehicles or otherwise provide assurance of being able to serve multiple sites in a given day.

Individuals who serve as a Drug and Alcohol Specialist must provide services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving, leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow, and perform efficiently within restricted time frames are critical factors for success in this position.

Individuals who serve in this position must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed or county office fleet vehicle.

Range 48

Personnel Commission Approved: August 12, 2008