ALCOHOL & DRUG PREVENTION SPECIALIST I/II

DEFINITION

Under general direction, designs and implements alcohol and drug prevention services for schools, community groups, business and industry, parents, local government, the recovery community and private and public agencies and organizations; serves as a community consultant, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

These are the entry and journey level classes in Alcohol and Drug Prevention Specialist career series.

Alcohol & Drug Prevention Specialist I is the entry-level of the series. Initial assignments are limited in scope to well established procedures, predetermined methodology, well defined issues with predictable results; limited freedom to act and close supervision. Incumbents are provided with progressively responsible assignments allowing them to gain the experience necessary to qualify for the journey level.

Alcohol & Drug Prevention Specialist II is the journey level of the series. Incumbents are expected to work under limited supervision in providing daily educational services to a wide variety of alcohol and drug related topics to individuals and the community.

These classes are distinguished from the next higher level of Alcohol & Drug Prevention Coordinator in that the latter has primary responsibility for coordination and administration of all aspects of a prevention program and provides leadwork support to subordinate staff.

The Alcohol & Drug Prevention career series is distinguished from the Alcohol & Drug Counselor series in that the latter provide direct assessment, counseling, intervention and case management series to clients.

EXAMPLES OF DUTIES

1. Provides prevention, education, training services to school, community groups, business and industry, parents, local government, the recovery community and private and public agencies and organizations.

2. Develops and designs programs for group facilitators, peer counseling, drug free workplace and student assistants.

3. Consults with various community advisory councils on developing programs for alcohol and drug prevention; works with community groups in a proactive manner to assist in the implementation of the various prevention programs.

4. Speaks before various groups on alcohol and drug related topics.
5. Researches contemporary practices and techniques in the field of alcohol and drug prevention and creates/edits/maintains training manuals/literature on the topic which are made available to the general public

6. Coordinates program activities with outside agencies; identifies and maintains community resources useful in implementing program activities; establishes service provider networks

7. Keeps current on prevention literature, statistical information, legislative activities and community resources and activities pertinent to programs

8. Writes reports and correspondence

9. Performs various technical tasks related to programs such as conducting presentations or statistical surveys

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledges, skills and abilities:

ALCOHOL & DRUG PREVENTION SPECIALIST I:

Knowledges and Skills:

Some knowledge of:

1. The physiology and psychology of chemical dependency; the continuum of substance abuse up through addiction; and the concepts of co-dependency, prevention and intervention

2. Community-based substance abuse resources, including mental health, social agencies, 12-step programs, school systems and their operation

3. Principles and techniques of community organizing, health education, public speaking and social marketing

4. Principles and techniques used in developing training materials using a variety of formats and media

ALCOHOL & DRUG PREVENTION SPECIALIST II:

Knowledges and Skills:

Working knowledge of:

1. Philosophy and goals of alcohol & drug prevention programs
2. The principles and practices related to controlling/eliminating/reducing chemical dependency

3. The physiology and psychology of chemical dependency; the principles related to the continuum of substance abuse up through addiction; and the concepts of co-dependency, prevention and intervention

4. Community-based substance abuse resources, including mental health, social service agencies and 12-step programs, and training/trainer techniques

5. Principles and techniques of community organizing, health education, public speaking and social marketing

6. Principles, practices and techniques of health and community education including curriculum development

BOTH POSITIONS

Skill and Ability:

1. Gather and evaluate data and draw logical conclusions

2. Think creatively to develop new procedures, methods or approaches as needed

3. Work independently under limited supervision; organize work assignments and manage multiple tasks at once

4. Communicate verbally with individuals from diverse socioeconomic and cultural groups; speak effectively before groups

5. Write clearly and concisely

6. Establish and maintain cooperative working relationships with those contacted through the course of work

7. Read and apply regulations, county policies, and technical information relating to assigned tasks

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledges, skills and abilities listed above may be acquired through various types of experiences, education or training, typically:

ALCOHOL & DRUG PREVENTION SPECIALIST I:

Education:

Completion of coursework equivalent to two years of college coursework in the alcohol and drug studies field, psychology, health education or a closely related field.
Experience:

One year of experience providing alcohol and drug related prevention/education services which included public speaking, program development and community organization experience.

ALCOHOL & DRUG PREVENTION SPECIALIST II:

Experience:

Two years of experience providing alcohol and drug related prevention/education services which included public speaking, program development and community organization experience.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid class C California driver's license by date of appointment since independent travel is required; (or) incumbent must be able to provide suitable transportation which is approved by the appointing authority

2. Possess bilingual/bicultural skills or specialized education/experience in order to address target populations and/or staff special programs

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification includes:

1. Voice projection in order to make group presentations

2. Ability to hear telephone and face to face conversations in an environment with multiple distractions

3. See will enough to read standard text

4. Lift, bend, stretch and stoop in order to transport and set up materials and multimedia equipment for presentations

5. Manual dexterity in order to operate multimedia equipment
CLASS HISTORY

Class Code: 60T01/60T11
Established Date: January, 1994

Revised Date:
Former Title:
SDF:kp
11/10/98

Bargaining Unit: J
EEO Category: II P
Worker’s Comp. Code: 8810

Approved by

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Date