

SUBSTANCE ABUSE PREVENTION AND INTERVENTION SPECIALIST (SCHOOLS)

Duties and Responsibilities

This class of positions encompasses work of varying degrees of difficulty in providing professional services to students in substance abuse prevention and intervention. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direct supervision, assists in the performance of professional work in one or more of the following functions related to the implementation and conduct of a youth-related substance or alcohol abuse program designed to provide education, prevention and intervention services to the students of a particular school or community:

Assists in the provision of substance and alcohol abuse prevention services designed to reach out to the non-high-risk school population and parents for the purpose of reinforcing positive attitudes through an educational process.

Participates in discussions and rap groups during class time, at lunch time or before/after school.

Is involved in the conduct of peer leadership groups to reinforce leadership qualities while teaching students to be positive role models, and parent/family workshops that offer parents and community residents an opportunity to become personally involved in their school program.

Assists in the provision of substance and alcohol abuse prevention services to students in effecting positive changes in their behavior; performs responsible work related to intervention activities in the areas of individual assistance, crisis intervention, group assistance, family assistance and continuous service.

Prepares and maintains necessary program reports.

Assignment Level II

Under general supervision, performs difficult professional and supervisory work in one or more of the following functions related to the implementation and conduct of a youth-related substance or alcohol abuse program designed to provide related education, prevention and intervention services to students of a particular school or cluster of schools and community(ies):

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Assignment Level II Cont'd)

Coordinates and conducts substance and alcohol prevention services designed to reach out to the non-high-risk school population and parents for the purpose of reinforcing positive attitudes through an educational process.

Coordinates and conducts discussion and rap groups during class time, at lunch time or before/after school; coordinates and conducts peer leadership groups to reinforce leadership qualities while teaching students to be positive role models; conducts parent/family workshops that offer parents and community residents an opportunity to become personally involved in their school program. Coordinates such activities for a cluster of schools.

Coordinates and conducts a variety of intervention services in the form of individual, group or family assistance to assist in high-need crisis intervention wherein individual students are seen because of an immediate problem.

Meets with or serves as liaison to community school district personnel, school faculty, staff members, parent groups and outside agencies to deal with student substance and alcohol abuse problems.

Prepares and maintains necessary program reports and fiscal documents, including timekeeping, budget, and personnel material.

Represents the Program Director at program-related meetings.

Assignment Level III

Under direction of the Program Director or Assistant Program Director, performs difficult and responsible professional work in the supervision and implementation of a youth-related substance and alcohol abuse program designed to provide related education, prevention and intervention services to students of an extensive cluster of schools and community(ies):

Directs the provision of substance and alcohol abuse prevention services designed to reach out to the general non-high-risk school population and parents for the purpose of information sharing and reinforcing positive attitudes; directs the conduct of discussion and rap groups during class time, at lunch time or before/after school; directs the conduct of peer leadership groups to reinforce leadership quality while teaching students to be positive role models; directs the conduct of parent/family workshops that offer parents and community residents an opportunity to become personally involved in their school program.

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Assignment Level III (Cont'd)

Directs the provision of substance and alcohol abuse intervention services designed to assist high-need students in effecting positive change in their behavior; directs the conduct of a variety of intervention services in the form of individual assistance to assist high-need students on a one-to-one basis; directs the conduct of crisis intervention wherein individuals are seen because of an immediate problem; directs the conduct of continuous service wherein students meet with staff regularly to deal with a sustained problem or problems; directs the conduct of group sessions that are goal-oriented and usually involve a small number of students; directs the conduct of family assistance sessions within schools and family homes.

Directs the monitoring of program output and evaluates employee performance in consultation with the Program Director and/or Assistant Program Director.

Plans, coordinates, and conducts training programs for school personnel, program personnel and/or parents.

Represents the Program Director or Assistant Program Director at various educational and substance prevention meetings, conferences and seminars.

Acts as a liaison with community school district personnel, school faculty, staff members, parent groups and outside agencies to deal with substance and alcohol abuse problems of a difficult and sensitive nature.

Assists the Program Director or Assistant Program Director in the preparation of program proposals as well as long-range planning, development, implementation, coordination and evaluation activities of the program.

Prepares the maintains necessary program reports and fiscal documents, including timekeeping, budget and personnel materials.

Qualification Requirements

1. A baccalaureate degree from an accredited college which includes at least twelve credits in any one or a combination of the following areas: substance or alcohol prevention or intervention, psychology, sociology, criminal justice, biology, health or health and physical education, and six months of satisfactory full-time counseling experience in areas related to the duties of the position, such as substance use and abuse, behavioral problems, child and sexual abuse, family problems or suicide prevention. Satisfactory completion of a college-sponsored internship which involved counseling experience as described above will be accepted in lieu of the six months experience requirement; or

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Qualification Requirements (Cont'd)

2. A four year high school diploma or its educational equivalent and two years of satisfactory full-time counseling experience in substance use and abuse; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess a high school diploma or its educational equivalent.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.