



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Alternative Education - Certified Alcohol & Drug Counselor (CADC)

Class Code: 1399

Work Days: 225

GENERAL PURPOSE

Provide assessment, education, training, and other treatment related services to students with alcohol/drug abuse or dependence.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Conduct both individual and group substance abuse counseling sessions; schedule regular sessions with individual students, parents, probation officers, and other staff; engage participants in an open dialogue concerning personal and family values, attitudes, and lifestyle; and evaluate the circumstances that influenced the delinquent behavior and counsel accordingly.
2. Develop an individualized program to support short and long-term recovery and sobriety.
3. Present Alcohol, Tobacco, and other Drug Prevention (ATOD) curriculum to students; assist in the training of teachers in using the student referral system; participate in collaborative efforts to promote ATOD prevention; and disseminate current research on student drug use to staff, students, administrators, parents, and partners.
4. Provide current and accurate information and education on the disease of alcoholism and other drug dependency issues and recovery processes.
5. Assist in identifying and understanding the defense mechanisms that support continued addiction.
6. Facilitate a process for students to self-explore the consequences of alcoholism and other drug dependence.
7. Assist in relapse prevention planning and recognizing relapse symptoms and behavior patterns.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Provide current and accurate information and education to identify and understand the roles of family members and others in alcoholism/drug dependency.
9. Provide linkage to self-help groups (e.g. Alcoholics Anonymous, Al-Anon, etc.). Assist students to establish life management skills to support a recovery process.
10. Facilitate problem solving and the development of alternatives to alcohol/drug use or abuse.
11. Supervise CADC interns.
12. Provide support as part of a treatment team and refer students, family members, and others to other appropriate health professionals as needed.
13. Maintain appropriate documentation/records in a confidential manner for the purpose of assessment, treatment planning, and case management.
14. Demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Evidence-based curriculum and instruction in relation to alcohol, tobacco, and other drug prevention.
2. Effective strategies for working with youth related to youth development including resiliency and asset building.
3. Principles, methods, and strategies for collaboration and multidisciplinary consultation teams.

Ability and Skill to:

1. Speak effectively before school personnel and youth.
2. Develop, assess, and act upon goals and objectives.
3. Assess needs and identify strategies for effective implementation.
4. Establish and maintain effective working relationships with various constituencies.
5. Communicate effectively in oral and written form.
6. Understand and carry out oral and written instructions.
7. Research, write, and gather data for program presentations.
8. Collect data for program evaluation.
9. Participate as an effective team member as part of the Safe Schools & Support Services team.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is an Associate's degree from an accredited college or university with major course work in Psychology, Counseling, Criminal Justice, Addiction Studies or a related field, and two years of experience as an alcohol or drug counselor and/or 4000 hours of supervised counseling work experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is variably paced with high pressure.

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