



## Certified Drug and Alcohol Counselor

### **BASIC FUNCTION**

This position provides support for students with substance use issues. This position works collaboratively with students, families, school personnel and community organizations to ensure that students have access to outpatient treatment services at designated schools and will support families in accessing higher levels of treatment when necessary. The position also provides consultation to school teams, families and community members in order to support students and families who are experiencing substance use issues.

### **JOB DUTIES AND RESPONSIBILITIES:**

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide substance use assessments and outpatient treatment in identified schools.
- Provide consultation to school teams and families to develop substance use support plans and provide information about community resources for students and families.
- Provide consultation to school staff in supporting students with substance use needs.
- Provide consultation to building administrators about potential supports for substance use related discipline.
- Create and maintain partnerships with community based adolescent treatment providers, state and county agencies, and other school districts/programs.
- Support counselors, social workers and other building staff in educational presentations to students about substance use prevention.
- Provide Professional Development within building staff and district wide to increase staff efficacy when working with high risk students who experience substance use issues.

### **EDUCATION AND EXPERIENCE**

Education: Bachelor's degree from an accredited college or university, with a major in computer science, information science, business administration or related field. Work experience may be a substitute for a degree.

Experience: Three (3) or more years of experience configuring, maintaining, and analyzing ERP systems in support of Finance functions, preferably PeopleSoft. Demonstrated ability to deliver formal and informal training and management projects is preferred.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

## **KNOWLEDGE AND ABILITIES**

### **1. CADC I - Associate Proficiency Level**

- The CADC I does not require an Associate's Degree.
- 150 Alcohol & Drug Education Hours are required.
- 1,000 Supervised Experience Hours in the Addiction Counselor Competencies
- NCAC I National Certification Exam

### **2. CADC II - Baccalaureate Proficiency Level**

- A Minimum of a B.A./B.S. Degree (or equivalency)
- 300 Alcohol & Drug Specialty Education Hours.
- 4,000 Supervised Experience Hours in the Addiction Counselor Competencies
- NCAC II National Certification Exam
- Written Jurisprudence Ethics Exam

### **3. CADC III - Graduate Proficiency Level**

- A Minimum of a Masters Degree
- 300 Alcohol & Drug Education Hours.
- 6,000 Supervised Experience Hours in the Addiction Counselor Competencies
- MAC (Master's Addiction Counselor) National Certification Exam
- Written Jurisprudence Ethics Exam

#### **Special Requirements:**

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

## **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a school with extensive student, parent and public contact and frequent interruptions.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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