



# Substance Abuse Treatment Specialist II

Class Code:  
4872

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Jul 12, 2018  
Revision Date: Jul 12, 2018

## SALARY RANGE

\$29.01 - \$39.56 Hourly  
\$2,320.80 - \$3,164.80 Bi-Weekly  
\$60,340.80 - \$82,284.80 Annually

## JOB DESCRIPTION:

### JOB DEFINITION:

Under general direction, to perform responsible professional level work involving the evaluation and recommendation for referral of alcohol and drug offenders to appropriate programs, which includes the identification and provision of services, and the tracking and monitoring of program participants to ensure compliance with their service plans and terms of release.

### DISTINGUISHING FEATURES:

The Substance Abuse Treatment Specialist II (SATS II) is responsible for managing a caseload of high-risk/high needs participants in a specialized drug court program, and provides the substance abuse, treatment, and mental health perspective to the judge and collaborative team. Incumbents assigned to the classification are responsible for coordinating a grant-funded collaborative court program, developing programmatic tools, and participating in data collection and evaluation. The SATS II helps each participant to move through their phase system in a timely manner, get their basic needs met through targeted service referral, abstain from all drugs and alcohol, successfully complete addiction treatment, create a recovery support network, graduate the drug court program, and stay out of the criminal justice system. This class is distinguished from the lower class of Substance Abuse Treatment Specialist I in that the Substance Abuse Treatment Specialist II advises judicial officers on addiction and mental health issues, refers participants directly into treatment, facilitates pre-court case review, supervises subordinate positions, or facilitates therapeutic groups. In addition, the SATS II reports directly to the Principal Analyst, or designee, and may be assigned supervisory duties over the Substance Abuse Treatment Specialist I. This position may work in a satellite office, require frequent travel within the County, and is required to work independently with minimal oversight and direction.

***Ideal Candidates will*** be highly organized; be self-motivated; be comfortable working collaboratively with a diverse range of staff, clients, and stakeholders; have excellent writing skills; have a professional demeanor; be solution-focused; have strong interpersonal skills; be able to describe their personal self-care program.

**Certification Pay:**

This position is eligible to receive an incentive pay of 3% of base salary for possession of a current license in good standing issued by the State of California, Board of Behavioral Sciences as a Licensed Marriage and Family Therapist or Licensed Clinical Social Worker.

## **EXAMPLES OF DUTIES:**

NOTE: The following are duties performed by employees in this classification. However, each individual in this classification may not necessarily perform all listed duties. Further, employees may perform other related duties at an equivalent level.

1. Provides pre-placement services that include psycho-social assessments/evaluations and referral services for several drug courts; collaborates with key stakeholders such as the Probation Department, Social Services, and community treatment providers; provides services to other courts on an on-call basis.
2. Develops treatment plans; identifies available residential and outpatient treatment options and community resources; matches clients with the appropriate treatment services.
3. Uses evidence-based risk and needs assessment instruments to determine eligibility and services needed. Prepares case history reports for the judge and team, and recommends program assignments to specified treatment modalities. Assessments may be administered on candidates who are in-custody and out-of-custody. Stays up to date with continuing education and training on assessment tools.
4. Works closely with partner agencies to ensure program participants are engaged in and supported by services that may include addiction treatment, mental health counseling and medication, recovery meetings, employment-readiness training, education, housing, and other services.
5. Coordinates and monitors twice-weekly drug testing schedule; coordinates services to meet the basic needs of each participant; prepares status reports; updates all required databases; compiles necessary statistical data; compiles periodic reports of activities for evaluation purposes; and prepares comprehensive Progress Reports for judicial officers and stakeholders.
6. Ensures the judge and team understands the phase system and is supporting it through appropriate messaging to participants. Ensures the judge and the team understands the administering of evidence-based incentives and sanctions. Ensures the judge and the team understands the structure of a peer-learning court.
7. Facilitates the pre-court staffing meeting. Updates the court team on all participant progress and challenges. Recommends evidence-based incentives and sanctions. Provides the judge and multidisciplinary team with the addiction/treatment/recovery/relapse/mental health perspective on participant progress or lack of progress.

8. Helps create a dynamic and positive drug court culture by implementing best-practices in the courtroom. Stays current with continued education and training on drug court best-practices.
9. Collaborates with multidisciplinary team members to support participant progress. Problem solves as collaborative concerns arise between the stakeholders. Protects the non-adversarial model by negotiating the personalities and various mission statements of the stakeholders.
10. Visits all treatment programs regularly, creating relationships with the intake coordinators, treatment counselors, and program leadership. Is available on-site to problem solve and attend case conferencing meetings with client and treatment staff. Makes weekly contact with each provider for client updates.
11. Attends and understands all community recovery groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Lifering, and Refuge Recovery. Ability to explain these organizations to clients. Keeps up to date meeting schedules and literature available for all recovery groups.
12. Facilitates alumni and therapeutic support groups. Chaperones outings to pro-social activities in the community.
13. Takes direction from the Principal Analyst, or designee, on a variety of administrative and program activities including data collection, research, grant preparation, program evaluation, and special projects.
14. Participates in a variety of meetings, including staff meetings, quarterly workgroups, steering committees, site visits from grant funders, and county departmental meetings; participates in peer-review process of other case managers' files; and develops agendas, chairs meetings and conducts presentations as necessary.
15. Participates in on-going training and skills-development, staying current with developments in the fields of addiction treatment, case management, and collaborative courts.
16. Works with court administration and program evaluator to perform all required data collection, evaluation, and grant reporting practices. Keeps program in compliance with all grant requirements.
17. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Option I**

#### **Education**

Possession of a Master's degree in psychology, social work, therapy, counseling, or other behavioral science.

### **And**

#### **Experience**

The equivalent to one year of full-time experience performing counseling, psychotherapy, or

social-services case-management, preferably in a substance abuse treatment program.

### **Option II**

#### **Education**

Possession of a Bachelor's degree in psychology, social work, therapy, counseling, or other behavioral science.

#### **Or**

Possession of a current certificate as a Certified Alcohol & Other Drug Counselor from the California Association of DUI Treatment Programs (CADTP) or Certified Alcohol Drug Counselor II from the California Consortium of Addicted Programs and Professionals (CCAPP).

#### **And**

#### **Experience**

The equivalent to two years of full-time experience performing counseling, psychotherapy, or social-services case-management, preferably in a substance abuse treatment program.

## **KNOWLEDGE AND ABILITIES:**

***Knowledge of*** current trends as they relate to alcohol and drug issues in society and criminal justice administration; court organization, functions, responsibilities, and procedures; grant funding and grant management; basic mathematics; report writing techniques; current recovery models, substance abuse, alcoholism, and addiction; State regulations pertaining to client confidentiality; community resources; current substance abuse, mental health services, and community resources in Alameda County; trauma-informed systems and practices; motivational interviewing and counseling techniques; case management practices; group facilitation skills; cultural humility with awareness of privilege and respect for diversity; co-occurring disorders and their effects on justice-involved and formerly-incarcerated individuals; social and psychological barriers to successful reentry; program development

***Ability to*** analyze problems and complaints and identify solutions; prepare, interpret and evaluate statistical data and reports; communicate orally and in writing on a variety of issues; understand, interpret and apply procedures, laws, rules and regulations as they apply to assigned area; work collaboratively with judges, staff, and attorneys; use computer applications; work with individuals from diverse socioeconomic, cultural, disability and ethnic backgrounds; establish and maintain effective working relationships with others; collaborate with other multidisciplinary team members; communicate effectively; motivate a justice-involved population in a positive, constructive manner; facilitate self-determination and self-care through the tenets of advocacy, shared decision making and education; navigate the health care and community provider system to achieve successful care; create detailed progress reports that can be relied on in a court of law; efficiently manage time and prioritize multiple tasks; use computer systems proficiently in word processing, email, internet and spreadsheets.

***License Requirement:*** A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out essential job functions.

## **CLASSIFICATION HISTORY:**

Established 7/12/2018