



# Substance Abuse Treatment Specialist I

Class Code:  
4874

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Aug 1, 1999  
Revision Date: Feb 3, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, to perform responsible, professional level work involving the evaluation and recommendation for referral of alcohol and drug offenders to appropriate programs and to perform other related duties as assigned.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Provides pre-placement services that includes psycho-social assessments/evaluations and referral services for several drug courts; collaborates with the County Probation Department, Criminal Justice Mental Health 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; conducts urinalysis tests in the courts.
3. Reviews progress reports for the court and refers clients to appropriate services.
4. Prepares status reports; updates participant, treatment provider information and court services databases; compiles necessary statistical data; compiles periodic reports of activities for evaluation purposes.
5. Assists the Drug Court Services Coordinator in a variety of administrative and program activities including data collection, research, grant preparation, program evaluation, and special

projects.

6. Participates in monthly court personnel meetings; participates on a variety of regional, task force and committee meetings.

7. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Education:

Possession of Associate's degree from an accredited community college in counseling, psychology, sociology, criminal justice or other related field. Additional full-time work experience in the field of alcohol, drug abuse counseling and/or drug abuse prevention may substitute for the education on a year-for-year basis.

And

Experience:

The equivalent to two years of full-time work experience in the field of alcohol, drug abuse counseling and/or drug abuse prevention.

## **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; basic mathematics; report writing techniques; current recovery models, substance abuse, alcoholism, and addiction; State regulations pertaining to client confidentiality; community resources; interviewing techniques.

*Ability to* analyze problems and complaints and identify solutions; prepare, interpret and evaluate a 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 other trial court personnel; use computer applications; work with individuals from diverse socioeconomic, cultural, disability and ethnic backgrounds.

## **CLASSIFICATION HISTORY:**

Date established: 8/99