



# 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: November 13, 2022

## SALARY RANGE

SEE SALARY SCHEDULE

### **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) manages a caseload of high-risk/high needs participants in a specialized treatment court program and provides the judge and collaborative court team with substance use and mental health treatment/recovery recommendations. Incumbents assigned to the classification are responsible for coordinating a collaborative court program, developing programmatic tools, and participating in data collection and evaluation. The SATS II works with each participant to complete the phase system in a timely manner, ensure their basic needs are met through targeted service referral, abstain from all drugs and alcohol, successfully engage, and make gains in treatment, create a recovery support network, successfully complete the treatment court program, and remain 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 substance use and mental health issues, refers participants directly into treatment, facilitates pre-court case review, may supervise subordinate positions, and may facilitate groups. In addition, the SATS II reports directly to the Treatment Court Manager, or designee, and may be assigned supervisory duties over the Substance Abuse Treatment Specialist I, contractors, or interns.

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; and model strong personal self-care. People in recovery and those with prior justice involvement are encouraged to apply for the position.

***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, Licensed Clinical Social Worker, or Licensed Professional Clinical Counselor.

## **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 collaborative court assessment and evaluation services for candidates both in and out of custody.
2. Identifies available residential and outpatient treatment options and community resources; matches clients with the appropriate treatment services and facilitates successful intake and service engagement. Works closely with partner agencies to ensure program participants are engaged in and supported by services that may include substance use disorder treatment, mental health treatment, treatment for co-occurring disorders, recovery meetings, employment-readiness training, education, housing, and other services.
3. Visits partnering and contracted treatment programs regularly, coordinates 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.
4. 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.
5. Collaborates with key stakeholders such as the Probation Department, Social Services, and community treatment providers. Collaborates with multidisciplinary court team members to support participant progress. Problem solves collaborative concerns on the team. Protects the non-adversarial model by negotiating the personalities and various mission statements of the stakeholders.
6. Collects progress reports from treatment providers. Coordinates and monitors treatment court drug testing schedule. Prepares court reports on participant progress for the judge and team.
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. Ensures the judge and the team understands the structure of a peer-learning court. Helps create a dynamic and positive treatment court culture by implementing best-practices in the courtroom. Stays current with continued education and training on treatment court best-practices.
9. Moderates the virtual court platform, including assigning other moderators, creating break-out rooms, and other coordinating functions.
10. Ensures the judge and team understand program policies, procedures, and materials, including eligibility criteria, the phase system, and responses to participant behavior. Works with the Judge and team on appropriate messaging to participants.
11. Updates all required databases; compiles necessary statistical data; compiles periodic reports of activities for evaluation purposes. Takes direction from the Treatment Court Manager, or designee, on a variety of administrative and program activities including data collection, research, grant preparation, program evaluation, and special projects. Works with court administration and program evaluator to perform all required data collection, evaluation, and reporting practices. Keeps program in compliance with all funding requirements.
12. Participates in various meetings, including staff meetings, quarterly workgroups, steering committees, site visits from grant funders, and county departmental meetings; develops agendas, chairs meetings, and conducts presentations as necessary.
13. Participates in on-going training and skills-development, staying current with developments in the fields of addiction treatment, case management, and collaborative courts.
14. May facilitate alumni and therapeutic support groups. May chaperone outings to pro-social activities in the community.
15. 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.

**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.

**Option III**

**Education:**

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 substance use disorders 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, alcoholism; 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