

LINN COUNTY CLASSIFICATION

TITLE: HEALTH SERVICES ADDICTIONS SPECIALIST 3

NUMBER: 713

APPROVAL ORDER NUMBER: 2022-044

PAY RANGE: 18

DATE: MARCH 15, 2022

CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Employees in this classification perform professional behavioral health services to clients with alcohol, other drugs and problem gambling addictions, as well as, co-occurring mental disorders or provide professional behavioral health promotion and prevention services to the community. Duties for clinical assignments include client evaluations, case management, individual, group and family therapy; duties for prevention assignments include classroom and community presentations and trainings, prevention campaign design and implementation. Additional duties may include community consultation and technical assistance to other agencies, community-wide or school based prevention planning and program activities and plus clinical consultation to other clinicians.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or a Health Services Supervising Addictions Specialist. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Exercise of supervision over other employees is not usually a regular responsibility of positions in this classification. A person may be assigned clinical or prevention consultation duties in an area of particular expertise or specialization and the Program Manager may designate new employee orientation and training responsibilities. Functional and technical supervision of employees in other classifications may be assigned.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform client evaluations and record them in the client's chart.
2. Develop individual treatment or habitation plans.
3. Provide leadership and represent the department at interagency habitation staffing meetings.
4. Provide education, technical assistance and consultation to other service providers, community groups such as community coalitions, schools and local task forces.
5. Provide information to prospective clients and the general public about the services available through this department and by other community agencies.
6. Provide client services and complete documentation of the services provided in accordance with department policies and Oregon Administrative Rules.
7. Provide individual, group and family therapy.

8. Provide a broad array of clinical services to a wide-variety of clients with limited supervision.
9. Provide Substance Use Disorder assessments and Level of Care determinations based on the American Society of Addiction Medicine (ASAM) treatment criteria for addiction, substance-related and co-occurring conditions.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

If working as a prevention specialist in the Alcohol & Drug Program, employee must also possess the capability to perform the following duties:

1. Fulfill duties as described in 4, 5, 9, 10 and 11 in the clinical section above.
2. Take a leadership role in the development, implementation and administration of the Linn County Prevention Plan.
3. Provide technical support and assistance in applying for and monitoring grants.
4. Establish and maintain highly professional working relationships with school and partner program staff, at-risk youth and their families in order to work effectively with them on program goals, prevention projects and special activities.
5. Provide training to the community on prevention topics and effectively provide instruction in classrooms of evidence-based prevention curricula. Coordinate scheduling of trainings with community partners and organize professional-level trainings with multiple speakers.
6. Submit all reports, data and periodic prevention service information that is required by the County, State or other funding sources in a timely and accurate manner.
7. Develop and provide innovative approaches to prevention efforts. Effectively encourage community coalitions and other community groups to join local prevention efforts, including sharing responsibility for local community outcomes.
8. Take a leadership role as a senior member of the prevention team and assume responsibility for a variety of complex prevention tasks without on-site supervision.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of community-based behavioral health and chemical dependency services. For clinical positions, advanced knowledge of treatment modalities, counseling strategies and habitation planning. For prevention positions, advanced knowledge of prevention strategies and methods is required. Considerable knowledge of the functions of other health, social service and education agencies. Ability to learn and comply with the Oregon Revised Statutes, Oregon Administrative Rules, department policies and other regulations that apply to the program area to which assigned.

For clinical positions: Professional level skills in performing client evaluations, counseling and case management services. Ability to conduct thorough client interviews and evaluations and to correctly interpret and effectively communicate the information. Demonstrated ability to exercise sound clinical judgment in appraising complex situations plus the ability to develop comprehensive individualized treatment or habitation plans. Ability to develop supportive relationships with assigned clients. Ability to write clear and concise reports and client evaluations.

For prevention positions: Professional level knowledge of the principles and practices of substance abuse and problem gambling prevention and behavioral health promotion including coalition building, assessment, planning, capacity and community development, systems development, program evaluation and community organization. Advanced understanding of and demonstrated ability to apply and implement best prevention practices. Considerable knowledge of the functions of health, social service and education agencies to work effectively with these partners. Demonstrated advanced skills in community partnering with both youth and adults convening and facilitating community work groups and trainings, network building, resource development and management of performance measurement systems. Demonstrated public speaking skills and the ability to communicate verbally and in writing with a wide-variety of people and leadership ability.

Generally, employees in this classification are provided less clinical supervision, are expected to perform with a greater degree of independence and demonstrate increased initiative, greater productivity and more developed leadership abilities. Ability to develop and maintain effective working relationships with peers, supervisors and professionals in related disciplines.

Ability to use word processing and electronic health record as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Master's degree in psychology, social work, counseling or related field is required. Two years post-Master's degree supervised experience in a similar position and four years supervised experience (pre- or post-Master's degree) in addiction treatment (for clinical positions) or in prevention (for prevention positions).

Employees in the Health Services Addictions Specialist 2 classification with a Master's

degree and two-year post-Master's degree experience in the field of their assignment

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and, upon a request for reclassification to the Health Services Addictions Specialist 3 level, will be reclassified to that level provided they are licensed or certified in a manner consistent with the Necessary Special Qualifications section of this description if their most recent Linn County Merit System Evaluation Summary rating is "very good" or "outstanding".

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Certain assignments may require certification by the Oregon Health Authority following appointment.

Certification as a Health Services Addictions Specialist 3, in addition to the requirements listed in the Experience, Education and Training Section above, requires (for clinical positions) Oregon licensure as a Licensed Professional Counselor or a Licensed Marriage & Family Therapist or certification as a Certified Alcohol & Drug Counselor-Level 2; or, (for prevention positions) as a Certified Prevention Specialist.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to finger, handle or operate objects, tools and controls including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.