

LINN COUNTY CLASSIFICATION

TITLE: SUPERVISING HEALTH SERVICES ADDICTIONS SPECIALIST

NUMBER: 714

APPROVAL ORDER NUMBER: 2022-045

PAY RANGE: 20

DATE: FEBRUARY 15, 2022

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is a supervisory level Health Services Addictions Specialist classification. 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. Duties include client evaluations, case management, counseling, individual, group and family therapy, as well as, staff supervision. Additional duties may include community consultation and technical assistance to other agencies.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or designee. A person in this classification is provided less clinical supervision and is expected to perform with a greater degree of independence. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Supervision of employees in the Health Services Addictions Specialists 1, 2 and 3 classifications who are providing clinical and/or prevention services and other employees as assigned, is a responsibility of persons in this position. If a person in this classification is exclusively supervising employees providing only prevention services, Function 1, 3, 7 and 9 may not be applicable.

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. Oversee the day-to-day operation of a service area, multiple service areas or other program entities within one of the department's program areas.
2. Perform client evaluations and record them in the client's chart.
3. Develop individual treatment or habilitation plans.
4. Provide leadership and represent the department at interagency habitation staffing meetings.
5. Provide education, technical assistance and consultation to other service providers.
6. Provide information to prospective clients and the general public about the services available through this department and by other community agencies.
7. Provide client services and complete documentation of the services provided in accordance with department policies and Oregon Administrative Rules.

8. Provide individual, group and family therapy.
9. Provide a broad array of clinical services to a wide-variety of clients with no on-site supervision.
10. Provide leadership, consultation and guidance in the development, implementation and administration of program's behavioral health promotion and prevention services, if applicable.
11. Perform Merit System Evaluations on employees directly supervised.
12. Initiate personnel action including disciplinary procedures for employees directly supervised.
13. Write program proposals for increased funding, revised service delivery procedures or expanded service capacity.
14. Supervise a service area, multiple service areas or other program entities as assigned by the Program Manager. Assign responsibilities, provide direction, advice and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.
15. Develop and maintain effective, harmonious and reasonable work relationships with others.
16. Maintain regular and predictable work attendance.

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 assignments supervising clinical services, advanced knowledge of treatment modalities, counseling strategies and habilitation planning is required. For assignments supervising prevention services, advanced knowledge of prevention strategies and methods is required. In depth knowledge of the functions of other health, social service and education agencies. Ability to learn and abide by the Oregon Revised Statutes, Oregon Administrative Rules, department policies and other regulations that apply to the program area to which

assigned. Must demonstrate strong initiative greater productivity and fully developed leadership abilities.

Advanced professional level skills in performing client evaluations, counseling sessions and case management services unless exclusively supervising prevention program staff. Ability to conduct thorough client interviews and evaluations and to correctly interpret and effectively communicate the information. Demonstrated ability to exercise sound clinical judgement in appraising complex situations plus the ability to develop comprehensive individualized treatment or habilitation plans. Ability to develop supportive relationships with assigned clients. Ability to write clear and concise reports and client evaluations. Ability to develop and maintain effective working relationships with peers, supervisors and professionals in related disciplines. A person assigned to supervise prevention program staff must have substantial professional level knowledge of the principles and practices of substance abuse and problem gambling prevention; behavioral health promotion, including coalition building, community assessment, planning, capacity and community development, systems development, program evaluation and community organization.

Ability to provide general and clinical supervision to professional and para-professional staff. Ability to objectively evaluate staff performance, perform Merit System Evaluations and clarify work-related expectations for staff being supervised. Ability to write program proposals and provide strong clinical and program leadership.

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. Six years post-Master's degree professional experience in addictions treatment and/or behavioral health promotion and prevention, as applicable, of a progressively responsible nature and in a similar capacity is required. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be acceptable.

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. Requires Oregon licensure as a Licensed Professional Counselor, Licensed Marriage & Family Therapist or Licensed Clinical Social Worker or certification as a Certified Alcohol and Drug Counselor-Level 2 by the Mental Health & Addiction Certification Board of Oregon or, for persons in this classification exclusively supervising prevention program staff, must have certification 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.