



JOB DESCRIPTION

Title: Drug and Alcohol Specialist
Classification: Full Time/ Exempt
Reports To: Team Supervisor

Overview

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery support services to women with substance use and co-occurring disorders.

The Drug and Alcohol Specialist, who is a member of the POWER Connection team, provides consultation and training to Family Support Center (FSC) staff and provides FSC participants opportunities for exploring D&A problems and connects them with community resources.

Essential Duties and Responsibilities

- Works with FSC staff to identify signs and symptoms of substance use problems.
- Develops and delivers trainings for FSC staff and leadership, offers consultation and additional resources regarding topics such as pathology, signs and symptoms of addiction, trauma, recovery models, engagement methods and options for treatment.
- Explores the impact of a participant's (or a family member's) use of drugs and alcohol and guides and advises them when a substance use problem presents itself.
- Engages participants by providing psycho-education groups, meeting one-on-one as needed, providing information and resources.
- Shares knowledge about other drug and alcohol treatment agencies and programs and maintains list of resources that can be shared with clients and staff.
- As appropriate, refers participants to POWER Central Intake for screening, assessment, and linkage to treatment.
- Maintains on-going daily communication with staff and leadership at FSC offices.
- As needed, conducts Urgent Care Screenings and D&A Assessments and links clients to appropriate treatment programs when warranted. Assists clients with scheduling an admission or first appointment date at the program or facility that they are referred to.
- Completes paperwork requirements and maintains quality, up-to-date clinical records; including Outcomes Survey information and information for invoicing for services. Enters necessary information into POWER's database/EMR system.

- Engages clients in the decision-making process and helps them understand the benefits of the assessment and accessing the appropriate level of care as indicated. Also, assists clients to reconnect with treatment services as needed.
- Be knowledgeable about and remain in compliance with internal and external policies, procedures, regulations, and standards; including, for example, all of POWER's policies and procedures and Quality Assurance Plan, DDAP requirements, State Licensing standards, County Monitoring requirements, and managed care regulations.
- Participate in all staff development and training as required.

Requirements

- Master's degree in Social Work, Counseling or related field plus 3 year's clinical experience in an alcohol or other drugs (AOD) setting preferred. LCSW or LPC highly preferred.
- Experience in Family Systems of Care, and with Children, Youth and Families (CYF) preferred.
- Understands and supports a trauma informed system of care
- Personal recovery experience not required, however, knowledge of recovery support systems and 12-Step programs preferred.
- Strong interpersonal and engagement skills. Ability and initiative to build strong relationships and collaborations.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Value for and ability to deliver excellent customer service.
- Valid driver's license, use of a reliable vehicle to travel between FSCs and documentation of required vehicle insurance.
- Strong computer skills/experience with EMR system a plus.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.

Working Conditions

- Working in the FSC's various offices and at POWER's offices.
- Ability to work the hours necessary to complete the work.

Disclaimer

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

POWER is an equal opportunity employer and provider

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____