

CLASS TITLE: SUBSTANCE ABUSE COORDINATOR

Class Code: 02828800

Pay Grade: 32A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise a substance abuse program for inmates confined in all securities of the R. I. Adult Correctional Institution; to coordinate all substance abuse related programs currently in place and projected to be offered to inmates in both male and female facilities; to coordinate with subcontracted treatment service providers, Department of Corrections (DOC) staff, and self-help programs to insure a continuum of services for incarcerated individuals; to coordinate with community-based treatment facilities and other state agencies such as parole and probation to insure appropriate referral and follow-up; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Health Care Coordinator who reviews work for conformance to established procedures and regulations.

SUPERVISION EXERCISED: Supervises the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate with sub-contracted or DOC personnel to provide substance abuse treatment, group or individual, for both male and female inmates in designated facilities.

To coordinate for the development of self-help programs (AA, NA, Al-ANON) in various facilities.

To prioritize the assignment of substance abuse programs in facilities.

To assign priority of assessment to inmates to various programs.

To coordinate with community-based treatment facilities and state agencies for the placement of inmates in follow-up treatment in the community.

To supervise the training of DOC staff in substance abuse treatment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the accepted principles of substance abuse treatment; a thorough knowledge of available treatment facilities in the community; a working knowledge of the functioning of the Department of Corrections; the ability to coordinate effectively the various programs and facilities of substance abuse; a working knowledge of state and/or federal regulations relating to substance abuse programs and funding requirements; the ability to establish programmatic monitoring and evaluation systems; a working knowledge of substance abuse treatment needs; the ability to supervise and review the work of a subordinate staff; the ability to prepare reports; the ability to prepare studies and reports containing findings, analyses and recommendations; the ability to establish and coordinate effective working relationships with superiors, community organizations and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree with a specialization in Social Behavior Sciences or Counseling; and

Experience: Such as may have been gained through: considerable employment in a management/supervisory position in a substance abuse treatment setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 17, 1991

Editorial Review: 3/15/03