

Coordinator of Substance Abuse/Intervention Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Revised: 10/86; 8/02; 10/02; 1/17

By: HH Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience specifically working in a substance abuse education and/or intervention program **OR** two years of full-time paid (or the equivalent part-time and/or volunteer) experience as a volunteer or staff coordinator; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience specifically working in a substance abuse education and/or intervention program **OR** four years of full-time paid (or the equivalent part-time and/or volunteer) experience as a volunteer or staff coordinator; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of experience specifically working in a substance abuse education and/or intervention program **OR** six years of full-time paid (or the equivalent part-time and/or volunteer) experience as a volunteer or staff coordinator; **OR**

(d) Any combination of training and experience equal to, or greater than, that described in (a), (b) and (c) above, as determined by the Commissioner of Personnel.

SPECIAL REQUIREMENT 1:

Possession of a valid New York State driver's at the time of appointment and maintenance of such license for the duration of employment.

SPECIAL REQUIREMENT 2: In order for BOCES to receive program funding through NYS OASAS grant, within 24 months of appointment, candidate will be required to possess one of the following credentials:

(a) Credentialed Prevention Professional (CPP); **OR**

(b) Credentialed Prevention Specialist (CPS) who has an additional year of qualifying prevention work experience (minimum total of 2 years) and has completed an additional 150 hours of OASAS approved education and training (minimum total of 250 hours); **OR**

(c) Prevention Professional who is licensed, certified or credentialed in a related discipline (see below); has two (2) years of qualifying prevention work experience, and has completed 60 hours of prevention-specific education and training. Related Disciplines: include: Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Problem Gambling Counselor, Certified Teacher, Certified Health Educator, Certified School Counselor, Certified Rehabilitation Counselor, Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor, Licensed marriage and Family Therapist, Registered Professional Nurse, Licensed Physician, Licensed Creative Arts Therapist and National Board Certified Counselor.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for coordinating the efforts of teams of staff volunteers in various school programs concerning drug and alcohol substance abuse prevention, intervention and education, as well as direct service to students/staff/parents. The work is performed under the general supervision of the Assistant Superintendent or Principal with considerable leeway allowed for the exercise of independent judgement in carrying out the work. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Consults with school administration and staff to determine the need for various drug and alcohol substance abuse prevention, intervention and education services;
- Plans for and implements volunteer recruitment and related staff and parent programming;
- Provides orientation and training of staff and volunteers on substance abuse, social skills training and drug and alcohol issues;
- Recommends establishment of policies and procedures for in-service training;
- Coordinates the networking of team efforts between schools and with community agencies;
- Develops, collects and distributes information on substance abuse, social skills training and drug and alcohol issues and programming to staff and volunteers;
- Speaks to community groups explaining the activities and role of drug and alcohol intervention and education programs;
- May be asked to organize drop-in centers, student groups, support groups and parent and community awareness events;
- Conducts surveys to evaluate effectiveness of the program;
- May be responsible for the formulation of relevant grant applications.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of substance abuse education and intervention programs and techniques;
- Working knowledge of the structure and operation of educational systems;
- Ability to recruit and train volunteers and staff;
- Ability to plan and direct programs in such a way as to insure optimum use of volunteer services/staff services;
- Ability to establish and maintain effective working relationships with others;
- Ability to maintain records and prepare oral and written reports and budgets;
- Good judgement;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.