# EMPLOYMENT OPPORTUNITY

**SUBSTANCE ABUSE WORKER SUPERVISOR**

## SALARY AND BENEFITS

$21.00 - $25.29 per hour, plus benefits package

**FILING DEADLINE**

5:00 p.m., August 24, 2018

**DUTIES AND RESPONSIBILITIES**

***The Supervising Abuse Worker Supervisor develops, conducts and implements substance abuse programs, including prevention, intervention, groups, individual sessions and lectures and provides direct supervision and monitoring of all functions of the substance abuse staff. The major duties of the job include:***

* Provide supervision over substance abuse and other assigned staff; assigns and reviews work; provides training and evaluations to staff.
* Supervises and/or performs intake interviews and assessments by obtaining data from a variety of sources pertaining to the clients.
* Supervise or provide the development of files for alcohol and drug clients who are receiving services.
* Supervise and/or refer alcohol and drug clients to the appropriate services offered within the program.
* Determine which clients need services from outside sources and supervise/perform the referral.
* Monitor client progress and services as they are rendered and supervise/perform the documentation of the information in the client’s record.
* Maintain close communication with contract providers, community service agencies and alcohol and drug program staff to ensure needed services and referrals are made for clients.
* Supervise assessments, individual and counseling group counseling and fill in on an as needed basis.
* Supervise and assist in alcohol and drug prevention, outreach, and education activities.
* Prepare statistical reports on program activities and outcomes; prepare program and staff reports and documentation.
* Provide technical assistance and communication about program activities to the Alcohol and Drug Deputy Director/Administrator on a daily basis or as necessary.
* Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

***Education:*** Equivalent to an Associate’s degree from an accredited college or university with major course work in human services, or alcohol and drug studies, or a related field.

***Experience:*** Four years of responsible substance abuse counseling experience; two of those years being in a supervisory role.

***Training:*** Certification as an alcohol and drug abuse counselor.

***License:*** Possession of, or ability to obtain, a valid California driver’s license.

**SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

# How to Apply

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application obtained from the Personnel Office listed below or by visiting the website at: http://lassencounty.org.

Lassen County Personnel Services  (530) 251 -8320 

221 South Roop Street

 Susanville, California 96130 Opened August 9, 2018

** General Information **

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.