

## SUBSTANCE ABUSE EDUCATION CONSULTANT

This class identifies positions in local mental health centers involved in education and primary prevention work in the area of substance abuse. Employees develop, conduct, and coordinate workshops, educational programs, courses (includes, teacher certification and CEU's) and seminars for community agencies, private industry, public schools, community colleges, and other organizations concerning the psychosocial factors involved with substance abuse and the available resources for prevention and treatment. Work may include acting as technical resource to education specialist trainees; may provide counseling services with substance abusers which is incidental to overall education program.

### I. DIFFICULTY OF WORK:

Variety and Scope - Employees research, develop, and implement educational programs for specific target groups (includes professionals and non-professionals). This includes advanced substance abuse education programs for the community and schools. Employees negotiate appropriate CEU credits with community and/or technical colleges. Employees design and teach blocks of material on prevention of substance abuse. Employees are responsible for creating and stimulating community interest and support of substance abuse programs which may be accomplished through writing newsletters and newspaper articles, developing radio, television spots, and handout materials. Employees serve as a liaison with schools, community colleges, and/or technical school and act as a community resource person by maintaining an audio-visual library and a supply of substance abuse pamphlets and booklets. They develop media programs for distribution and speak to various community organizations and/or groups.

Intricacy - Basic subject matter remains stable; however, the groups to which the material is presented vary from health care professionals, school principals, guidance counselors and teachers, school children to lay civic groups. Therefore, the subject matter must be adapted to the special needs and characteristics of the group which may involve using different teaching techniques, methods; selecting appropriate visual aids; and developing handouts, brochures or developing a course curriculum for professionals to receive continuing education unit credit. Decisions as to how to reach specific groups through different media require modifying the information to radio, newspaper, or television delivery. Creativity and innovation are required in developing new avenues for delivery of the substance abuse information (i.e., fairs, displays, and billboards).

Subject Matter Complexity - Work requires knowledge of human services, group dynamics, substance abuse and problems related to substance abuse, and knowledge of the current primary prevention educational and informational materials available.

Guidelines - Employees use assessments of community needs, curriculum guidelines, internal policies and procedures, and federal and state information and guidelines for substance abuse prevention and intervention programs.

### II. RESPONSIBILITY:

Nature of Instructions - Employees function independently in carrying out primary prevention education and consultation responsibilities. They receive verbal instructions of a general nature from immediate supervisor.

Nature of Review - Employees receive administrative supervision from a substance abuse program director and may receive some technical supervision if working in a unit with a large education and consultation component.

Scope of Decisions - Employees' actions and services impact on schools, businesses, industries, civic and professional groups, and the community at large.

Consequence of Decisions - Improper planning and coordination of services offered could result in limited delays and inconvenience for recipients.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with teachers, school administrators, civic and professional organizations, community colleges and/or technical schools, community agencies, churches, general public, radio, and newspapers.

Nature and Purpose - To advise specific groups and the community as a whole of substance abuse and its problem areas and the resources available.

### IV. OTHER WORK DEMANDS:

Work Conditions - Work is usually performed in an office, school classrooms, churches, mental health center, and other community facilities.

Hazards - Minimal due to office and/or classroom settings. Some risks of accidents due to travel for employees serving more than one county area.

### V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the techniques of educating and consulting with public and private organizations on complex aspects of substance abuse; the psycho-social causes and effects of substance abuse in the person, family, and community; methods of treating substance abuse; and community organization techniques. General knowledge of physiological aspects of substance abuse and appropriate referral sources for medical treatment. Ability to establish and maintain effective working relationships with public and private agencies, community members from civic, business, media, medical, educational, social, and religious organizations.

Minimum Education and Experience - Graduation from a four-year college or university preferably with a degree in education, communication, or a human service field and two years of experience as a Substance Abuse Education Consultant Trainee; or master's degree in a human service field and one year of experience in substance abuse in work found at level of Substance Abuse Counselor I or Substance Abuse Education Specialist; or graduation from a human service associate program or diploma school of nursing and four years of human service experience, including at least one year of substance abuse work as noted above; or an equivalent combination of education and experience.

Minimum Education and Experience for a Trainee Appointment = Graduation from a four-year college or university with a degree in education, communication or a human service field.

Administering the Class - Applicants with a master's degree in an appropriate field as above may EOD at the 12-month step of the trainee progression.