

## SUBSTANCE ABUSE DUI SPECIALIST I

Work in this class involves serving as court representatives of the local mental health center substance abuse program to district and superior courts. Work in court includes: receiving and scheduling court referrals for the first offender's Alcohol and Drug Education Traffic School (DUI) class, a substance intervention/prevention program; preparing and presenting lectures following the standard curriculum for the DUI class; completing the required paperwork; and providing the offender with an explanation of the mandatory class requirements. Work may include a pre-sentence interview and assessment of the offender's substance abuse problem with a verbal recommendation to the court and may include referring the offender to appropriate treatment or directly counseling with the offender. Employees work under the supervision of the Substance Abuse Program Director.

I. DIFFICULTY OF WORK:

Complexity - Employees may be in court as often as three or more days a week in order to receive referrals into the first offender DUI program. The referral process usually includes: an intake for the purpose of obtaining a brief social history from the client and enrollment of the client into the program giving the client the date, time, and place the classes are to be held. Employees complete the transfer of paperwork for those first offenders arrested who reside in counties not covered by the local mental health center. Employees serve as a resource person to the court concerning services offered at the local mental health center. Employees may conduct a short pre-sentence screening interview on clients at the request of the court to ascertain problems or needs of the client and make appropriate recommendations to the court. Employees prepare lectures around the six modules that must be taught from the structured DUI manual. Preparation includes selecting appropriate films, pamphlets, and guest speakers. Employees issue structured pre and post-tests to determine client's knowledges of the effect of alcohol and drugs on their body systems. Employees complete the necessary paperwork on those clients who fulfill class requirements and forward to the court system and to the Department of Motor Vehicles. Paperwork on those who have not completed the course requirement within the prescribed period of time is forwarded to the court for necessary action. Employees must structure the DUI program for completion within the 13-hour time frame prescribed by law. Employees may teach the entire DUI course or a particular module in conjunction with other members of the local mental health center.

Guidelines - Standardized forms for informational purposes on the DUI first offender; the North Carolina driving point schedule; standard court judgments; procedures on police arrests and bookings; the standard DUI manual; and the policy and procedures manual of the local mental health center are utilized.

II. RESPONSIBILITY:

Accountability - Employees serve as resource persons to the court on services offered at the local mental health center. Work may require contact with substance abuse counselors for client referral as a result of the DUI class or with resource persons used to teach certain modules of the DUI class.

Consequence of Action - The assessment of a client in court during prescreening could have an effect on the type of sentence received. The employees' presentation to the class could affect the client's ability to comprehend the facts about the effects that alcohol and drugs have on the body. An error in scheduling or rescheduling a class could result in an individual not meeting the 75-day requirement to complete the DUI course resulting in loss of license for more than a six-month period.

Review - Work is reviewed primarily through periodic attendance of supervisor during DUI class preparation and instruction.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Clients may have a reading or other disability which may alter the manner in which the course material is taught. Employees may explain the legal judgment to the client. Employees may be responsible for interpreting laws as they apply to DUI.

Purpose - To provide basic information to offenders about substance abuse and treatment resources and to provide the court with information about resources available in the substance abuse service delivery system.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is usually performed in a courtroom and in a classroom setting.

Nature and Potential of Personal Hazards - The potential of hazards is unlikely.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities—Working knowledge of the goals and objectives of the mental health center. Knowledge of the effects of alcohol and drugs on the body system. Knowledge of the court systems and laws related to DUI. Working knowledge of principles and techniques involved in presenting instructional materials. Ability to express oneself clearly in oral or written form. Ability to use interviewing techniques to obtain needed information pertinent to DUI and referral sources.

Minimum Education and Experience - Graduation from high school and one year of experience in substance abuse which would provide a demonstrated knowledge of substance abuse and services offered by the local mental health center; or an equivalent combination of education and experience.