

## SUBSTANCE ABUSE DUI SUPERVISOR

Work in this class involves the development, coordination, and supervision of all activities required for organizing and conducting all program areas of the Alcohol and Drug Education Traffic School (DUI) in a local mental health center. Work also involves establishing and maintaining liaison with the judicial system; providing court representatives for district and superior courts for the purpose of presentence assessments, treatment recommendations, and for enrolling clients into the DUI school; providing education and information which is relevant to first and multiple offenders, drivers education classes in public schools, and community organizations as a whole.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees are responsible for developing the annual plan of work for their section and are responsible for day-to-day operations to ensure that program standards are met.

Organizing and Directing - Employees are responsible for implementing and super-ising services within a structured program. Employees are responsible for the coordination and scheduling of the alcohol and drug education schools (DUI), and the assignment of work schedules to individual staff members. Employees monitor activities for effectiveness to determine if program goals are being met. Employees assign and supervise the duties of positions such as Substance Abuse DUI Specialists I, Substance Abuse Education Specialists and/or Substance Abuse Counselors I positions which are assigned to the DUI program.

Budgeting - Employees are responsible for purchasing all supplies and equipment for the DUI program. Employees are responsible for operating within a specified budget making annual projections of need to supervisor.

Training - Employees orient and train new employees in various areas of the DUI program.

Setting Work Standards - Employees ensure that all staff members adhere to established work standards, policies, and procedures.

Reviewing Work - Employees review work of staff through observation in court, classroom instruction, and in multiple offender group settings. Employees conduct annual performance reviews.

Counseling and Disciplining - Employees counsel with staff on work deficiencies and grievances and recommend disciplinary action or dismissal to higher level supervision. Serious disciplinary problems are referred to higher level supervision.

Performing Other Personnel Functions - Employees screen and interview applicants for job vacancies and make recommendations of selection to higher level supervision for approval. Employees recommend merit increases for staff based on job performance for approval of higher level supervision.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable; however, due to new program components being added, minor changes must be accommodated into the system. Program emphasis and guidelines remain relatively constant.

Variety of Work Supervised - Employees supervise subordinate staff providing DUI services for a local Mental Health Center. However, the clinical counseling is technically supervised by a professional therapist from the local mental health center.

Number of Employees Responsible For - Employees are responsible for three to thirteen DUI Specialists I, Substance Abuse Counselor I, Substance Abuse Educational Specialists, and clerical staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees meet periodically with supervisor to discuss accomplishments, projections, and improvement of on-going services. Employee operates with relative independence in overall programmatic areas.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Some fluctuation in staff is required to accommodate DUI classes held in the evening hours. The work force is stable and housed in the same area.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of techniques of developing course outlines, lesson plans, and presenting instructional materials. General knowledge of use of audio-visual equipment. Ability to use sound judgment in assessing the mental health/substance abuse status of individuals and making appropriate recommendations to the court on both addictive and non-addictive offenders. Ability to develop, coordinate, and supervise DUI programs. Ability to interpret laws of DUI in a courtroom and classroom situation. Ability to appropriately assess individuals in a courtroom presenting process and make appropriate recommendations to the court on both addictive and non-addictive offenders. Ability to express oneself clearly in oral and written form.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in a human services area, education or communications, and one year of experience in an Alcohol and Drug Education Traffic School (DUI) setting; or graduation from high school and four years of experience related to the Alcohol and Drug field; or an equivalent combination of education and experience.