

Class Concept

Positions provide administrative and clinical operations supervision for alcohol/drug treatment staff. Employees are members of the multidisciplinary treatment team, providing administrative supervision to professional Substance Abuse Counselors ensuring clinical integrity in the delivery of effective substance use disorders counseling services at assigned locations. Employees are responsible for program compliance, assuring quality in the delivery of services for the client and in accordance with correctional and Mental Health, Developmental Disabilities and Substance Abuse Services (MH/DD/SAS), and other standards. Employees may provide therapy and counseling to clients. Employees that possess appropriate credentialing (Certified Clinical Supervisor or a Clinical Supervisor Intern) from the North Carolina Addictions Specialist Professional Practice Board. may provide clinical supervision of Substance Abuse Counselors.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of psycho pharmacy and drug interactions.
- Working knowledge of policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees to retain a diverse workforce.
- Working knowledge of medical terminology, disease processes, and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis.
- Thorough knowledge and application of the substance use disorder processes, including psychology and physical withdrawal.
- Thorough knowledge of screening, intake, assessment, case monitoring, and counseling for substance use disorders.
- Thorough knowledge of criminal behavior related to legal, ethical and professional responsibilities.
- Thorough knowledge of community support groups and resources for individuals with substance use disorders.
- Thorough knowledge and application of therapeutic approaches including, group dynamics, crisis interventions, family therapy and behavior modification therapy for substance use disorders and criminal behavior.
- Ability to serve as a resource and consultant to substance abuse professionals.
- Ability to provide strategic oversight for resource management matters including allocation of staff and assignment of case responsibilities.
- Ability to monitor case workloads and staffing patterns to ensure that clients and operational needs are being met.
- Ability to administer and ensure compliance with human resources policies and procedures.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and four years' experience working in a criminal justice environment within a correctional facility, jail-based substance abuse treatment program, or a community based substance treatment program that serves offenders adjudicated through the criminal justice system after credentialing has been obtained.

Necessary Special Qualifications

Credentialed as a Certified Alcohol and Drug Counselor (CADC) or in an equivalent credential from a governing authority recognized by the NC Addictions Specialist Professional Practice Board.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.