

## SUBSTANCE ABUSE EDUCATION SUPERVISOR

Work in this class involves providing administrative and technical supervision to a staff engaged in providing substance abuse education and consultation services in an area mental health program and direct education and primary prevention services. Primary prevention and education services involve assessing needs, developing and implementing workshops, seminars and courses for professionals and non-professionals. Educational programs include granting teacher certification and CEU's for professionals as well as workshops for public schools, industries, and community agencies. Employees supervise staff in the developing and implementing of such services. Employees handle administrative responsibilities for program component such as grant writing, program reports, and financial reports.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan one year in advance but internal changes can affect and modify yearly objectives. They provide input into total area program plans based on identified community needs and past accomplishments.

Organizing and Directing - Employees make daily and weekly assignments based on needs of community, staff expertise, and work load. Internal changes are made as needed in procedures, assignments, and methods for the purpose of improving services offered.

Budgeting - Employees provide input to supervisor on budget needs relating to staff, equipment, and supplies on an annual basis. Responsible for operating program component within established budget.

Training - Employees assess staff training needs on annual basis; identify outside resources to provide in-service training and suggest outside training opportunities for staff. Employees ensure proper orientation and training for new staff members.

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

Reviewing Work - Employees conduct periodic performance appraisals for new staff and annual appraisals for experienced staff. Employees hold regularly scheduled staff meetings to discuss administrative and program matters; review evaluations completed by recipients or staff's services; compile results and report to staff on any area that needs more work; suggestions are made as to possible solutions for improving services and supervision indirect as the employee utilizes the new method.

Counseling and Disciplining - Employees counsel employees whose job performance is not up to par or those with grievances; refers serious disciplinary matters to superior for resolution or appropriate action.

Performing Other Personnel Functions - Employees screen and interview applicants for position vacancies, recommend the top choice to supervisor for final approval. Employees request merit increases, transfers, or promotions for staff subject to higher level review and approval.

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

Dynamics of Work Supervised - Work is subject to constant minor changes as new program components or additions are added to services; the methodology stays relatively constant, however, as to program emphasis and guidelines.

Variety of Work Supervised - Employees technically supervise the provision of broad-based education and consultation services in the area of substance abuse for an area mental health program.

Number of Employees Responsible For - Employees are responsible for three to five education specialists, consultants, and clerical staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees meet with supervisor periodically to review program accomplishments and unmet goals. Consultation by telephone is on a more regular basis. Employees seek consultation from supervisor annually while preparing grant application; consult periodically with Business Manager regarding office management type duties; operate with independence in most work areas with only completed work being subject to review by supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Some fluctuation required in staff schedules due to evening and night training sessions; work force is stable and located in close proximity to each other.

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 psychosocial 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 to 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 with a degree in education, communication, or a related human service field and two years of experience as a substance Abuse Education Specialist or equivalent; or master's degree in education, communication, or a related human service field and one year of experience in work found at the level of the Substance Abuse Counselor I or Substance Abuse Education Specialist; or graduation from a four-year college or university and four years of experience in a human service field, including at least one year in substance abuse counseling at the level referred to above; or graduation from an associate or diploma school of nursing and four years of human service experience including at least two years with substance abusers; or completion of a human service associate program or diploma school of nursing and four years of human service experience with at least one year as noted above; or an equivalent combination of education and experience.