



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Substance Abuse Specialist	BAND/LEVEL:	PROF II
DEPARTMENT:	Municipal Court	JOB NO:	4565
DIVISION:	Court Services	DATE:	12/1/2017
REPORTS TO:	Supervisor, Court Services	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	132
REPLACES:	Substance Abuse Specialist	LAST REVISED DATE:	3/25/2012

JOB SUMMARY STATEMENT: Conducts professional assessments of persons charged with alcohol/drug offenses; provides expert testimony to the Municipal Court through written report with recommendations. Assists Probation Officers with checking in clients as needed.

DUTIES AND RESPONSIBILITIES:

1. Administers approved substance abuse test measures to clients for the purpose of making sentencing recommendations. Reviews criminal history report, and completes a personal history interview.
2. Evaluates test scores and analyzes all pertinent information for the purpose of determining the most appropriate course of action to be recommended. Reviews results with client and formalizes a written report for the court.
3. Makes appropriate treatment, education, and other resource referrals to clients based on evaluation. Uses an updated referral list for use in this process.
4. Conducts in-person substance abuse evaluations at the Johnson County Adult Detention Center as ordered by the judge.
5. Assists Probation Officers as assigned by completing monitoring visits and following through with all required paperwork.
6. Confers with prosecutors and other court services staff to enhance service delivery.
7. Completes all required reports and statistics as assigned by supervisor.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Social Work, Behavioral Science, or related field. Kansas Licensed Addiction Counselor (Behavioral Sciences Regulatory Board—BSRB).
- Must be at least 18 years of age.

EXPERIENCE:

- Minimum of one year experience in substance abuse field counseling.

SKILLS:

- Good oral and written communication skills.
- Good listening skills.
- Ability to train and guide others.
- Group presentation skills.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze cases and recommend treatment.
- Diplomacy and judgment.
- Good listening skills.
- Ability to organize work effectively.
- Ability to work under distracting conditions.
- Ability to work in a hectic environment with many interruptions.
- Ability to recognize and protect confidential information.
- Ability to communicate with others in the problem solving process.
- Ability to work independently.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Hand and eye coordination to input computer and to review alphanumeric data.
- Exposure to body fluids.
- Ability to visually inspect the appearance and movement of clients.
- Ability to detect various odors.
- Ability to speak to an individual or group for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.