

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SUBSTANCE ABUSE SPECIALIST

SALARY: RANGE 42 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned district office administrator, provide education on substance abuse prevention to students, staff, families, and community members. Provide point-of-need services to students who are struggling with addiction issues. Participate in site Coordination of Services Team (COST) meetings to support students and to aide in connecting them to available, appropriate services.

Essential Duties and Responsibilities:

- Plan and deliver informational trainings to parents, students, staff and families in all aspects of substance use and abuse by students.
- Develop and implement prevention strategies targeting youth and families aimed at the reduction of use and abuse of illegal substances
- Administer screening tool to all students referred.
- Develop appropriate plan to support referred students and their families
- Monitor students progress through their plans.
- Identify behaviors that interfere with treatment and recovery.
- Collaborate with Restorative Practices site leads at each site in developing plans to address both substance abuse issues and harm issues
- Attend COST meetings in support of referred students
- Stay informed of latest research-based practices on education and cessation support for students
- Attend district and county meetings with stakeholder and community-based partners to represent the district and to stay informed of services available to Novato families.
- Participate in substance abuse outreach activities and advocacy for treatment services as appropriate
- Track program outcomes and participate in evaluation

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Substance abuse prevention and treatment models and assessment skills.
- Ability to establish rapport with challenging students.
- Needs of diverse communities within Novato.
- Substance abuse resources.
- Public speaking techniques.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Operation of a computer and assigned software.

ABILITY TO:

- Establish rapport with challenging students.
- Assess, plan treatment goals and intervene with students who present multiple problems, especially as they relate to alcohol and/or other drugs
- Interpret, apply and explain policies, procedures, rules and regulations.
- Demonstrate cultural competence.
- Assess student abilities, qualifications and interests and consult concerning career opportunities.
- Prepare and deliver oral presentations.
- Assemble, organize, and prepare data for records and reports.
- Complete work with many interruptions.
- Type or input data at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working and cooperative relationships with others.
- Meet established schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in counseling, career education, human relations or related field, two years increasingly responsible experience in a school, employment, counseling or educational guidance environment, and California Alcohol and Drug Counselor (CADC) certification or currently enrolled in a program. If in Recovery a minimum of two years of abstinence required.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- School Site
- Constant Interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Seeing to read, prepare and ensure the accuracy of a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Bending, crouching, kneeling and stooping to reach materials.
- Reaching overhead and horizontally to retrieve and store files and supplies.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

*For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.*