



JOB ANNOUNCEMENT – PLEASE POST

Alcohol and Drug Specialist I	
Case Management	Closing Date: Open Until Filled
Budgeted Hours: 40 hrs/wk- 52 wk/yr	Salary: \$13.29 - \$23.48 Plus generous benefit package

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-4 days for delivery and longer for out of state.

THE POSITION: To assist in ensuring that each family living in UCAN alcohol and drug free facilities continue a clean, sober and healthy lifestyle. Be aware of and advocate against possible inappropriate behaviors that can lead to relapse. Support a safe living environment, reunification planning and independent sober living in transitional housing environment. Must have onsite presence as necessary to monitor household success.

Essential Functions of the Job: Interview and evaluate recovering persons and assess needs, choices and preferences; develop agreement with client; review and revise individualized service plan; develop both short-term and long-term goals; coordinate and monitor progression of plan through contact with client, family and friends, service providers, therapists and others who may be involved with client. Be available to intervene if client is using or suspected of breach of contract. Discuss concerns around relapse behavior. Set up possible actions to prevent reoccurrence of relapse behaviors. Be responsible for the random drug test request to assist in the relapse prevention plan of the recovering family member. Provide counseling and guidance to individuals and groups; perform crisis intervention as necessary. Meet with other staff members to create team response to relapse crisis. Keep team members informed of family dynamics that might have an effect on the relapse prevention plan. Provide information to clients/families/significant others of available services; serve as an advocate/liaison in assisting clients in obtaining necessary services from community resources and other professionals; provide advocacy for clients in legal system including victim's assistance; provide protective services through referrals. Provide consultation and training to clients, professionals and community service agents; attend training sessions; develop, modify and/or obtain training programs and materials. Work with clients to help them develop the skills needed to assume responsibility for choices and progress. Provide networking, linkages and advocacy to other community resources. Work with area landlords to establish partnerships. Assist participants in locating and securing affordable housing. Gather, organize, maintain and complete required records, reports and statistical information required by program policy and state law. Maintain accurate client files. Assure data is entered into program data base in a timely manner. Represent and promote the program to the community, advisory boards, public agencies; interpret policy and procedure to public. Serve as staff representative to various committees involved in recovery programs.

MINIMUM QUALIFICATIONS: Bachelor's degree in psychology, social services, behavior science or related field with major coursework in behavior science plus one year related experience OR a satisfactory equivalent combination of education and experience. At time of appointment, must have a licensure as a Drug and Alcohol Counselor within the State of Oregon (CADC I or II) and must possess valid Oregon driver's license. If in recovery, must have three years of documented continuous sobriety.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of social service theory, practices and procedures to be able to identify the problem, decide an appropriate action; provide indicated services; knowledge of human behavior as it relates to crisis situations and problems of client population; laws relating to alcohol and drug treatment; of sound case management principles, practices and procedures; of behavior intervention, management and support strategies; of community resources, functions and procedures of other social service agencies and service providers; of educational theories and techniques. Demonstrated knowledge of philosophy and goals of alcohol & drug prevention programs; the principles and practices related to controlling/eliminating/reducing chemical dependency; the physiology and psychology of chemical dependency; the principles related to the continuum of substance abuse up through addiction; and the concepts of codependency, prevention and intervention; Community-based substance abuse resources, including mental health, social service agencies and 12-step programs, and training/trainer techniques; Principles, practices and techniques of community organizing, health education, public speaking and social marketing and of health and community education including curriculum development. **Skill in:** Writing clear and concise correspondence, records, treatment plans, reports and statistical data; interviewing, counseling and listening techniques and principles; family and group dynamics. **Ability to:** Communicate effectively both in written and oral form; plan/consult/coordinate with treatment providers, source agencies, families of clients and the community; work with and relate to a diverse population of people with mental and physical handicaps; efficiently organize time and meet established deadlines; remain calm and use good judgment during confrontational or high pressure situations; make decisions and work independently in accordance with established policies and procedures and use initiative and judgment in completing tasks and responsibilities; utilize problem identification and resolution techniques; teach socialization and living skills to individuals with various learning levels; establish and maintain records, reports and statistical data; courteously meet and deal effectively with other employees, clients, families, service agencies, service providers, professionals, team and committee members and the public. **PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, carrying, keyboarding, lifting up to 25 pounds (occasionally more), pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires continuous mental and/or visual attention.

APPLY ON LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Or Online: Application on website: www.ucancap.org
 EQUAL OPPORTUNITY EMPLOYER & PROVIDER