

Category: 1710
Exc. Qual. Std.: 05A
Approved: May 27, 1987
Auth. P.L. 95-561

SUBSTANCE ABUSE COUNSELING SPECIALIST

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 03
Mid Level: 04
Maximum Pay Level: 05

DESCRIPTION OF WORK:

Counselors are responsible for providing professional counseling in the areas of substance abuse to students. Through group and/or individual sessions, he or she provides educational, and personal-social guidance and counseling services. Counselor provides alcohol and drug abuse prevention materials and programs to the school and is a resource person for teachers and other school staff and works with parents as needed. Counseling records are maintained on students and protected according to the Right to Privacy Act.

LEVELS OF RESPONSIBILITIES:

- A. **03 Level** – The counselor, with the assistance and advice from the Principal, plans and develops a substance abuse education program for grades K-12 which;
- Prepares students for decisions they will make regarding substance abuse.
 - Effectively change unhealthy attitudes towards substance use.
 - Deals with the myths about substance abuse by providing factual data.
 - Decrease the glamour attached to substance abuse.
 - Make students aware of resources available within the school and community for those with substance abuse problems.
 - Educate students in “drug-free” activities for recreation and relaxation.
 - Provides information on the penalties and laws concerning the use, possession, distribution, or selling of alcohol and drugs.
 - Provides individual, group and family counseling services, concerning substance abuse.
 - Provides in-service training to teachers and guidance staff on substance abuse.
 - Work closely with social service and law enforcement agencies.

- B. **04 Level** – Plans, develops and conducts a program on substance abuse. A counselor at this level determines when a student’s substance abuse problems preclude successful vocational or education development and makes a proper referral. The incumbent independently manages the substance abuse program without the aid of appropriate models or receiving professional/technical guidance from Education Specialist Coordinator.

Counselors at this level establish, implement and administer a school substance abuse program, which encompasses a wide variety of group and individual counseling sessions and in-service training.

- C. **05 Level** – In addition to treating many complex problems, supervises 3 or more school Education Technicians (Substance Abuse).

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level:	03	04	05
Education:	*BS/BA H.S./Equiv.+ 5 yrs. Exp.	*BS/BA	*MS/MA
Exp. Substance Abuse Trng.	BS/BA-1 H.S.-5 yrs,	04	05

SUBSTITUTION OF EDUCATION

A High School diploma or equivalent plus 5 years of highly successful substance abuse counseling/therapy may be substituted for college degree. Applicant who is participating in a planned college program is preferred.

EDUCATION

1 year of substance abuse training may be substituted for 1-year experience.

*Appropriate State Certification or a Bachelor’s Degree in counseling work, and 6 semesters hours in substance abuse courses or the equivalent of CEUs. Emergency and provisional certificates may be accepted under the condition they are issued by State certification authority.

*Master’s Degree will be in counseling or a related area. The qualifying experience required for levels above the 03 level will have been in the area of social work and with substance abuse endorsements.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required; except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.