

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ALCOHOL/DRUG PROGRAMS TRAINING COORDINATOR

CLASS CODE: 0045

DEPARTMENT: PUBLIC HEALTH

FLSA STATUS: E

REPORTS TO: ALCOHOL AND DRUG PROGRAMS ADMINISTRATOR

DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Research, develop, coordinate, implement and maintain a substance abuse issues training program in the disciplines of treatment, intervention and prevention. Provide oral and written information to affiliated County agencies, County health care providers, community based organizations, and any other interested groups or individuals. Organize and manage phone information line.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Makes agreements with agencies, human service providers and others to train, provide skills, understanding, and knowledge concerning substance abuse issues.

Plans, writes and organizes training information; develops training agreements; develops training schedules and implements training programs relative to the disciplines of treatment, intervention and prevention of substance abuse.

Creates and/or coordinates the creation of handouts and presentation materials to include: preview and show relevant videos; develop and present power point information; research, assess, analyze, and evaluate training packages; make recommendations for acquisitions and/or adaptation to meet County needs; participate in planning sessions for approval of final products.

Implements training programs to include: schedule presentation times and locations; solicit and secure co-facilitators; coordinate and plan with them; travel to and present training.

Develops and monitors program evaluation; ensures quality standards and compliance with regulations are maintained.

Manages public relations for training initiative; collaborates, persuades and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations; coordinates media efforts with related agencies and organizations as deemed appropriate.

Sets up and maintains phone information line for calls regarding treatment, intervention, and prevention education services.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested including researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited four-year college or university in a related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver=s License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Drug and alcohol issues addition prevention physiology, family dynamics, intervention, treatment, recovery, group process, and assessment.

Training procedures including ability to motivate presentations participants.

All computer applications and hardware related to performance of the essential functions of the job.

Administrative principles and practices, including goal setting and implementation.

Skill in:

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to convey information to people with widely varying occupations and skill levels in a motivational way.

While performing the duties of this position, the employee is required to regularly speak and listen.

While performing the duties of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.

While performing the duties of this position, the employee is often required to sit and reach with hands and arms.

While performing the duties of this position, the employee is frequently required to use the following vision abilities required by this position include close vision, distant vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this position, the employee is required to frequently drive and/or travel in a vehicle.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. The noise level while performing these duties is generally moderate.

When employee is in transport or being transported to presentation or meeting locations, employee will be exposed to outside weather conditions and may experience higher than normal noise levels.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.