

## **SUBSTANCE ABUSE COORDINATOR**

### **NATURE AND PURPOSE OF WORK**

Position is responsible for the daily operation, programs and activities and contract laboratories involved in the Lafayette Consolidated Government's Substance Abuse policies and procedures. Nature of work is administrative, paralegal, and analytical. May receive calls outside normal business hours. Incumbent works with substantial independence under the direction of the Employee Relations Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all of these duties.)

Interprets and makes explanatory presentations of a Comprehensive Substance Abuse Policy for all Lafayette Consolidated Government employees. Contracts with testing laboratories, evaluates their work, authorizes payments as required. Participates in the work of staff involved in administering a random, post accident and return to work drug/alcohol-testing program. Coordinates Lafayette Consolidated Government's Employee Assistance Program (EAP) to include the scheduling of treatment and maintaining a post treatment protocol schedule that adheres to the post treatment contract signed by employee. Resolves day-to-day problems and conflicts in program administration. Analyzes positions' tasks, responsibilities and compiles lists of positions requiring random tests. Administers confidential filing and record keeping activities. Receives and reviews data extract from Information Services for accuracy, provides contract laboratory with an encrypted file to conduct appropriate random selection. Formats the lists and generates notification letters. Conducts DOT verifications on applicants and employees prior to hire, promotion or transfer into safety-sensitive positions, and provides employment history for received inquiries of former employees. Schedules, attends and conducts pre-disciplinary hearings for policy violations. May represent Human Resources at compliance audits, hearings and investigations and Civil Service hearings on matters of substance abuse policy violations. Completes and submits annual required federal reports. Insures quality of monitoring, record keeping and overall performance of the program. Advises division manager on budget preparation, need to change, add or delete activities or services. Uses initiative to keep abreast of changes in applicable regulations, laws, and rehabilitative developments. Reports progress, problems and ongoing work to directors, division managers, elected officials and employees as needed. Responsible for monitoring subcontractor's Drug and Alcohol Program for compliance. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of Lafayette Consolidated Government's substance abuse policy rehabilitation programs, methods and procedures.

Knowledge of the laws, standard, and regulations regarding substance abuse.

Ability to plan, organize and implement the work of a comprehensive Substance abuse program, record keeping and to objectively evaluate its performance.

Ability to communicate effectively in writing and orally.

Ability to analyze problems, identify solutions, clearly communicate solutions in a timely manner and follow-up on progress.

Ability to form and maintain effective working relationships with employees, staff, and general public.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Baccalaureate degree in substance abuse counseling, clinical psychology or related field supplemented by education in criminal justice or law, with experience in substance abuse rehabilitation, counseling and treatment.