

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.424
	STATE OF HAWAII	3.425
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Minimum Qualification Specifications
for the Classes:

SUBSTANCE ABUSE SPECIALIST III, IV and V

<u>SUBSTANCE ABUSE SPECIALIST III</u>	3.424
<u>SUBSTANCE ABUSE SPECIALIST IV</u>	3.425

Prerequisite Knowledge and Abilities Required: (The level of knowledge and abilities required is commensurate with the scope and level of complexity of the duties and responsibilities for the Substance Abuse Specialist III and IV levels.)

Knowledge of: The goals, objectives, principles, methods, standards and techniques of substance abuse treatment, counseling, case management and the concepts and theories which are guides for their use; fundamental concepts of pharmacological properties and effects of psychoactive substances on users; fundamental concepts of behavioral, psychological, social and health effects of psychoactive substances on users; alcohol and drug use continuum in individuals; varying causes of addiction; the relationship between substance use and infectious diseases, including HIV and AIDS; the effects of chronic substance use on individuals and the collateral effect on their families, significant others and communities; the role of family, social networks and community systems as assets or obstacles in the treatment and recovery process; interviewing techniques; work planning and organization; case documentation and report writing; confidentiality policies; community resources and the services they provide; and laws and regulations pertaining to substance abuse treatment programs.

Ability to: Recognize and identify social, behavioral, emotional problems and needs of chemically dependent persons; screen persons for substance use using questionnaires and other screening instruments; identify the existence of specific alcohol and/or drug use disorders through an assessment which appraises the severity and course of the disorder(s), and identifies the user's strengths, weaknesses and individual needs; develop treatment plan(s) based on the assessment of the user; prepare for and conduct educational classes on alcohol and substance use; speak before groups, lead and facilitate interactive group activities; counsel individuals and groups of users and/or family members; establish and maintain rapport and engage persons having psychosocial and behavioral problems; be genuine, non-judgmental, and treat substance users in a non-threatening manner; have empathy, warmth, immediacy, and concreteness; integrate therapy with events in the user's life including having contact with their families, significant others, former employers and the

community, etc.; establish and maintain effective working relationships with coworkers, departmental and other public or private agency staff; communicate clearly and effectively, orally and in writing; recognize and treat or refer users in crisis in a timely manner; collect, evaluate, interpret facts and recommend or take appropriate action; document observations of behaviors, attitudes and progress, maintain records and write reports; manage time and available resources; read, interpret and explain State and federal regulations, laws and directives, learn and apply pertinent departmental policies and procedures; and participate in evaluating program deficiencies and recommend improvements.

SUBSTANCE ABUSE SPECIALIST V

3.426

Prerequisite Knowledge and Abilities Required: In addition to the knowledge and abilities required at the IV level:

Knowledge of: Comprehensive and thorough knowledge of the principles, methods and techniques of substance abuse treatment counseling, case management, and the concepts and theories which are guides for their use; and effective work organization and staff utilization.

Ability to: In addition to the abilities required at the IV level, plan, assign, review and evaluate the work of others, organize, and coordinate operational activities.

Basic Education/Experience Requirements

Bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described under the Specialized Experience below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree, may be substituted for the education requirement on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement

Applicants must have had progressively responsible experience of the kind and quality described in the statements above, or any equivalent combination of training and experience.

Class Title	Specialized Exp (yrs)	Supervisory Exp (yrs)	Total Exp (yrs)
Substance Abuse Spclt III	1-1/2	-	1-1/2
Substance Abuse Spclt IV	2-1/2	-	2-1/2
Substance Abuse Spclt V	3-1/2	*	3-1/2

Specialized Experience: Progressively responsible professional work experience which involved assessing individuals and developing individualized treatment plans for alcohol and/or drug use intervention and providing substance abuse counseling and education to individuals and/or groups in an alcohol and/or drug treatment program. Such experience must have demonstrated knowledge of the goals, objectives, principles, methods, standards, and techniques of substance abuse treatment.

***Supervisory Aptitude:** Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for training courses in supervision accompanied by the application of supervisory skill in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

Successful completion of graduate-level coursework from an accredited college or university in social work, psychology, counseling, or other behavioral sciences may be substituted for Specialized Experience on the basis of fifteen (15) semester credit hours for a maximum of six (6) months of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate

that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

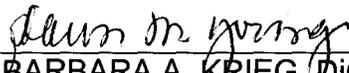
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes SUBSTANCE ABUSE SPECIALIST III, IV and V, which were approved on June 24, 2002.

DATE APPROVED: 10/12/2012



for BARBARA A. KRIEG, Director
Department of Human Resources Development