

**RELIEF NURSERY  
OUT-STATIONED  
ALCOHOL & DRUG / SUBSTANCE ABUSE SPECIALIST  
CADC JOB DESCRIPTION**

**Position:** Alcohol & Drug / Substance Abuse Specialist (CADC)  
**FTE:** 40 hours per week contingent on contract agreement renewal  
**Reports to:** Program Supervisor  
**Evaluated by:** Program Supervisor  
**Rate of pay:** \$18.00- DOE

**Responsibilities:** A & D / Substance Abuse Specialist shall assist Department of Human Services (DHS) in carrying out comprehensive child abuse and neglect assessments and services. They shall perform these services in conjunction with, and as a member of, the local Addiction and Recovery Team (ART Team) in Service Delivery Area 5, Lane County. Specialist services include providing initial and periodic alcohol and drug screening, and treatment coordination on DHS-referred clients.

**Requirements:**

1. Education & Experience: High School diploma or equivalent.
2. CADC Certification/ or within 6 months
3. Working Skills and knowledge of ASAM criteria and levels of treatment.
4. Significant knowledge of family dynamics regarding addiction with emphasis on the impact on children; experience working with families and children plus knowledge of crisis intervention, communication skills, and parent/family education is preferred; staff shall be able to demonstrate knowledge of child welfare services and systems and be able to work with problems of drug and alcohol abuse, domestic violence, sexual abuse, physical abuse and neglect; staff shall be knowledgeable about these problem areas and competent at developing specific interventions and services that deal with these core issues.
5. Knowledge of community programs for treatment, housing, employment, and matching services to individual client needs.
6. Provide culturally and linguistically appropriate services which take into account the client's ethnicity, country of origin, primary language, and linguistic and literacy limitations and skills.
7. Knowledge of referral and networking processes.
8. Satisfactorily complete a criminal history check.
9. All work performed shall be in alignment with the philosophy of the local DHS office and in keeping with the mission and values of DHS.
10. Valid driver's license and proof of insurance.

**Preferred Requirements:**

1. Bilingual in English and Spanish
2. At least 1 year paid employment as a treatment counselor or working with substance use individuals.
3. At least 1 year of paid employment working with DHS Child Welfare workers, staffing, collaborating and understanding DHS protocols.
4. Experience presenting SUD's information with a power point training to DHS workers and RN staff.
5. AS degree preferred and or CADCI.

**Skills & Abilities:**

1. Knowledge of alcohol and drug addiction and detoxification; community Resources, recovery programs and ability to understand and review UA'S.
2. Perform tasks quickly and accurately, communicate clearly, concisely, effectively orally and in writing.
3. Ability to collaborate and consult with Oregon Department of Justice, consortium members and judges regarding clients in an articulate and professional manner.
4. Work well with parents and children of diverse backgrounds.
5. Work independently and as a team member.
6. Ability to function in crisis situations.

**Duties:**

1. Participate in multi-disciplinary treatment planning with each DHS-referred family; work in collaboration with Addiction and Recovery Team members and other professionals involved with the family.
2. Develop an initial service agreement with family that outlines service and treatment goals and expectations; refer families to the most appropriate and accessible alcohol and drug treatment facility and develop sobriety plans with DHS- referred clients awaiting formal treatment.
3. Administer screenings based on ASAM criteria.
4. Facilitate pre-treatment groups weekly for clients awaiting treatment.
5. Monitor progress of DHS-referred clients in alcohol and substance abuse treatment programs; act as a liaison between treatment providers and the ART team; receive discharge summaries when DHS-referred clients terminate treatment and work with DHS-referred families and the ART to enact a plan to prevent relapse.
6. Maintain follow-up contact with DHS-referred clients and DHS-assigned caseworkers to assist with relapse intervention as negotiated in the family's service agreement.

7. Participate in periodic staffing and weekly ART meetings, Accessing Success weekly team meetings, and Relief Nursery monthly all-staff meetings.
8. Provide alcohol and drug information and consultations to DHS-referred families and service participants as requested by DHS; provide consultations to ART members about substance abuse issues.
9. Participate in Child Safety Meetings (CSM) on all DHS-referred ART clients; provide consultation to DHS staff.
10. Complete all outcome data requirements, forms, and reports requested by DHS & the Relief Nursery.
11. Perform other duties as assigned by DHS and/or Relief Nursery supervisors.

**Annual Benefits for Employees**

Relief Nursery employees enjoy the benefit of working for an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

Competitive Wage

Medical Coverage (very low employee cost)

Dental Coverage (very low employee cost)

403(b) retirement plan with employer match

Mileage reimbursement

Flexible Spending Account available

Paid Jury Duty time

64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave

5 weeks of paid vacation leave per year for a total of 200 hours

2 paid personal days per year (add 1 additional day per each 5 years worked)

**Paid Holidays:**

Martin Luther King Day

President's Day

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving Day and the day after

Pre-employment drug screen and criminal background check required. Closing date: will remain open until filled. Send resume and cover letter to: [thalammm@reliefnursery.org](mailto:thalammm@reliefnursery.org) or Relief Nursery, Attn: Thalassa, 1720 W.25th Ave. Eugene, Oregon. 97405.

**Relief Nursery is an Equal Opportunity Employer**