

Oklahoma Department of Corrections
Unclassified Job Descriptor

SUBSTANCE ABUSE PROGRAM COORDINATOR

Basic Purpose:

Positions in this job are responsible for the coordination, management, and delivery of substance abuse services to participating inmates.

Typical Functions:

- Responsible for the implementation, management, and evaluation of a substance abuse program; assesses needs, resources, and activities of the program and ensures professional practices and principles are incorporated.
- Provides direct delivery of substance abuse treatment services to inmates; ensures continuity of services to inmates in the substance abuse program.
- Maintains tracking systems to evaluate program effectiveness; monitors substance abuse treatment contracts.
- Serves as a program liaison with internal and external customers as needed.
- Supervises assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of substance abuse treatment principles and programs; of principles and techniques of chemical dependency treatment; of case management and assessment; and of administration and supervisory techniques. Ability to plan and administer a substance abuse program; to develop and apply treatment plans; to evaluate and assess program effectiveness; to establish and maintain effective working relationships; and to communicate effectively both orally and in writing.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in psychology, social work, sociology, counseling, public health or closely related field and/or three (3) years experience as a substance abuse or chemical dependency rehabilitation counselor.

Preferred Qualifications: Education and experience as noted above and CACD certification (Certified Drug and Alcohol Counselor).