



# CONTRA COSTA COUNTY

## HEALTH SERVICES DEPARTMENT

Personnel Services • 1320 Arnold Drive • Martinez, CA 94553-6537  
(925) 957 - 5240 • TTY or TDD (800) 735 - 2929  
24-hour Job Hotline (925) 335 - 1700  
[www.cchealth.org/jobs](http://www.cchealth.org/jobs)

*"Your Employer of Choice."*

*A great place to live...  
A great place to work...*

**CLOSING DATE: March 03, 2017**

### **SUBSTANCE ABUSE PROGRAM SUPERVISOR**

Monthly Salary Range: \$6,121 - \$7,440

Bargaining Unit: Local 21 - Supervisory Management

#### **THE POSITION**

The Contra Costa Health Services Department is offering an excellent career opportunity for individuals interested in a Substance Abuse Program Supervisor position. The Department has three (3) current vacancies located in the Sobering Center, a short term, front-door facility. The position is in the Behavioral Health Division located in Martinez, California.

The Substance Abuse Program Supervisor is responsible for overseeing the Sober Center facility, which operates 24-hour, 7-days a week. The facility will serve men and women with alcohol and other substance disorders. This position will provide supervision to substance abuse counselors operating the Sobering Center, evaluate overall progress of clients, ensure that policies, procedures, and the four facilities are maintained according to requirements, standards, and best practices.

To read the complete job description, please visit the website: [www.cccounty.us/hr](http://www.cccounty.us/hr)

The employment list established as a result of this examination may remain in effect for six (6) months.

#### **TENTATIVE EXAM DATES:**

**Tentative Oral Exam:** Tuesday, March 21, 2017

#### **MINIMUM QUALIFICATIONS**

**License Required:** Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

**Certification Required:** Candidates must possess and maintain throughout the duration of employment Certification as an Alcohol and Other Drug (AOD) Counselor issued by a certifying agency approved by the California Department of Healthcare Services.

**Education:** Possession of a Bachelor degree from an accredited college or university with a major in psychology, sociology, counseling, or a closely related field.

**Experience:** Four (4) years of full-time, or its equivalent, experience counseling persons in a substance abuse program.

**Substitution Education:** Possession of a current Certification as an Alcohol and Other Drug (AOD) Clinical Supervisor issued by a certifying agency approved by the California Department of Healthcare Services may be substituted for the required Bachelor's degree.

**Substitution Experience:** Possession of a Master's degree from an accredited college or university with a major in one of the aforementioned areas may be substituted for one (1) year of the required experience.

**Other Requirements:** A background investigation/fingerprint and/or physical exam may be required prior to the start of employment.

**Desired:** Experience working with homeless individuals, knowledgeable of harm reduction practices and motivational interviewing, medication assisted treatment and supervisory experience.

#### **SELECTION PROCESS**

- 1. Application Filing:** All applicants must apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the information as indicated on the job announcement by the final filing date.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices. As part of the application process, an applicant may be required to complete a Conviction History form. The Conviction History form should only be submitted when requested.

**DATE OPENED: February 20, 2017- MD**

**Exam Number: VHHB-2017A**

#### **AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

# BENEFITS & APPLICANT INFO

## CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area and covers approximately 733 square miles. The County has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Contra Costa County employs more than 9,000 individuals and provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. Our employees are what make Contra Costa County a great place to work and we invite your interest in joining our team!

## EMPLOYMENT INFORMATION

**WHO MAY APPLY:** Applicants must clearly demonstrate that they meet the minimum requirements provided on the front of the job announcement by submitting a complete employment application by the final filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by Contra Costa County will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

**HOW TO APPLY:** All applicants, including County employees, are to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the required information as indicated on the job announcement. Resumes are encouraged but may not be substituted for the official application. It is the applicant's responsibility to meet final filing deadlines noted on the job announcement and late applications will be disqualified. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, or to reserve a computer with a library card, please contact the Contra Costa County Library at 1(800) 984-4636 or <http://libonline.ccclib.org/mainpageNew.htm>, or the Richmond Public Library at 1(510) 620-6561.

**REASONABLE ACCOMMODATIONS:** Contra Costa County is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Contra Costa County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date. The California Relay Service (CRS) is available for individuals with hearing and/or speech impairments. To relay a message from a Text Telephone (TTY) or Telecommunications Device for the Deaf (TDD), please call 711 or 1(800)735-2929.

**VETERANS' PREFERENCE CREDITS:** Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5% of their total earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

**SENIORITY CREDITS:** Employees participating in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

**HIRING PROCEDURES:** Appointment to positions in the Merit System shall be by competitive examination. The Human Resources Department is responsible for administering and coordinating recruitment, developing examinations, administering and scoring examinations, and generating eligible lists for use by hiring departments throughout the County.

**PRE-EMPLOYMENT PROCESS:** Candidates under final consideration for employment with the County may be required to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, and a pre-employment physical exam, including a drug/alcohol test.

## EMPLOYEE BENEFITS

**BENEFITS:** Contra Costa County offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

### For your Health & Welfare Benefits:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care Spending Account
- Dependent Care Assistance Program
- Long Term Care Insurance
- Employee Assistance Program

### For your Financial Future:

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan and Social Security)
- Deferred Compensation Plan
- Contra Costa Federal Credit Union

### For your Work/Life Balance:

- Paid Holidays
- Vacation Accrual
- Sick Leave Accrual
- Management Paid Leave
- Employee Assistance Program
- Drug/Smoke Free Workplace

This information is intended to provide a general summary of benefits available to employees, is subject to change, and is not legally binding. Eligibility is determined by Contra Costa County and offerings may vary by Memoranda of Understanding (MOU) between the County and the employee organization/union representing the employee's job classification or Management Resolutions.



CONTRA COSTA COUNTY  
HUMAN RESOURCES DEPARTMENT  
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Martinez, CA 94553-1292