



Stepping Stones Community Resources, Inc.  
3904 Airport Drive, Suite A, Wilson, NC 27896  
(919) 269-9300

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## **DWI ADETS Instructor**

### **ALOCOHOL DRUG EDUCATION TRAFFIC SCHOOL INSTRUCTOR JOB DESCRIPTION**

**Job Title: ADETS Instructor**

**Reports To: DWI Director**

#### **Job Summary:**

ADETS Instructor will coordinate and monitor the array of services and supports identified in each service user's person-centered plan. These interventions are strength-based and focus on the promotion of recovery, symptom reduction, increased coping skills and the achievement of the highest level of social functioning.

#### **Essential Duties and Responsibilities:**

- Provides service to SACOT and SAIOP Persons Served
- Conduct clinical assessments
- Conduct individual, family and group outpatient therapy sessions
- Provides group leadership to include education and skills-related groups
- Orient new Persons Served to Steppingstones, CRI
- Manages and monitors case load of active treatment Persons Served;
- Monitors Persons Served progress, safety and medications;
- Coordinates/conducts drug screens and Breathalyzer tests;
- Develops person-centered plans for Persons Served

#### **Oversee the discharge planning process:**

- Facilitating relationships between Stepping stones, CRI, service user families/legal guardians and various social services and community resources, such as food stamps and housing assistance, healthcare, job training and placement and substance abuse support groups
- Provides group leadership to include education and skills-related groups
- Participates in clinical supervision
- Participates on mini/mega teams for case consultation
- Documents all services provided on progress notes
- Completes and submits monthly reports
- Performs other clinical duties as needed in the program

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***Stepping Stones Lead You to Milestones on Your Path to Success***

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## **Job Requirements**

Our ideal DWI ADETS Instructor is an excellent communicator and listener with strong therapeutic skills who works well as part of an interdisciplinary team and runs open and productive therapy sessions. DWI ADETS Instructor must excel at Behavioral Interviewing techniques to uncover Persons Served needs and be able to anticipate these needs.

Must be a certified instructor of the following:

- Licensed Clinical Addictions Specialist (LCAS)
- Certified Substance Abuse Prevention Consultant (CSAPC)
- Certified Substance Abuse Counselor (CSAC)

### ***Additional requirements for the DWI ADETS Instructor include:***

- Graduate degree in Social Work or a related field
- Valid licensure to provide mental/behavioral healthcare in the state of North Carolina
- Minimum 2 years-experience working with individuals with mental and/or substance abuse and/or behavioral health issues that includes writing person-centered plans, conducting effective group therapy and providing mental health/substance abuse diagnoses
- General working knowledge of the human services delivery system in North Carolina
- Valid driver's license, auto insurance and reliable transportation
- Ability to pass a drug screen and background check
- Meet the physical requirements of performing CPR and therapeutic holds
- Employee supervisory experience preferred
- Experience with Electronic Medical Records (EMR) preferred

### **Preferred Skills also include:**

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **Reasoning Skills**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

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### Computer Skills

This person should be proficient in using word processing software (MS Word) and spreadsheet software (MS Excel), internet and email applications.

### Other Skills and Requirements

Strong written and verbal communication skills; Strong facilitation skills; Ability to work well with others; Ability to responsibly and confidentially handle sensitive employee information.

### Certifications

CPR/First Aid

NCI

Blood borne Pathogens

### Physical Requirements

Must be able to operate a variety of automated office machines and other equipment (e.g. computers, copier, heat sealer, wheel chairs, hand trucks). Must be able to exert up to seventy- five pounds of force occasionally and/or lift, carry, push, pull or otherwise move objects. Physical demands are in excess of sedentary work; position requires walking, standing, reaching, stooping, etc.

Will lift no more than forty pounds independently.

### Additional and/or Program Specific Responsibilities:

SA Service Competencies.