

**MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY  
JOB DESCRIPTION**

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**TITLE: DUAL DIAGNOSIS SPECIALIST**

**SUMMARY:**

Under direction of the Interim Multi-Service Center Program Director the Dual Diagnosis Specialist is responsible for providing Consumers with educational groups and supportive services designed to reduce the likelihood of the use/abuse of substances.

**REPORTING RELATIONSHIPS:**

This position reports to the Interim Multi-Service Center Program Director

**STATUS:** Full-time, Non-Exempt

**DUTIES AND RESPONSIBILITIES:**

**Essential:**

1. Develop and maintain substance abuse prevention curriculum and functional list of recovery related resources.
2. Offer substance abuse prevention curriculum and recovery related referrals to Consumers on a regular basis.
3. Serve as consultant to center staff with respect to substance abuse and prevention issues.
4. Conduct intake assessments and orientations for Consumers.
5. Develop an Individualized Service Plan (ISP) in conjunction with Consumer, for each Consumer on caseload.
6. Manage a caseload, with a focus on monitoring Consumers' progress towards ISP goals.
7. Work with Personal Service Coordinators and other staff in County Outpatient Mental Health System and contract provider system to bring about improvement in Consumers' lives.
8. Offer services to Consumers, such as showers, laundry, meals, clothing, van transportation, games, reading materials and other activities.
9. Create and maintain a safe, supportive, and accepting environment for Consumers.
10. Complete and maintain case files in an accurate and timely fashion.
11. Collect and submit daily statistics on appropriate forms in an accurate and timely fashion.
12. Attend weekly staff meetings and other designated meetings.

**Secondary:**

1. Assist in the operation of the Multi-Service Center.
2. Perform other duties as assigned by the Program Director.

**MINIMUM QUALIFICATIONS:**

1. Verification of completed CAADAC certification, enrollment in CAADAC certification program, OR equivalent substance abuse counselor certification.
2. Bachelor's Degree in Social Work, or related field, or a minimum of two years' experience in

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- a substance abuse/dual diagnosis employment setting.
3. Knowledge of substance abuse treatment and primary prevention, including alcohol and drug recovery programs and their philosophies.
  4. Knowledge of severe mental illness and its symptoms and/or experience working with dually diagnosed persons.
  5. Bilingual (Spanish/English or Vietnamese/English) and Bicultural ability and knowledge is preferred.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.*