

**Job Description**

<b>Job Title:</b>	<b>DUI Instructor</b>
<b>Hours:</b>	Flexible
<b>Location:</b>	All Locations
<b>Reports To:</b>	DUI Director

**Advocate Program, Inc. Overview**

Advocate Program, Inc. is a multi-faceted community agency whose mission is to facilitate social change and enhance public safety through leadership, research, education, supervision, and services, utilizing best and evidence-based practices.

The Advocate Program, Inc. is a private, not-for-profit, 501 c (3) justice agency that offers probation, diversion, community service, DUI and traffic programs, domestic violence programs, substance abuse and mental health evaluations and treatment to court-ordered individuals. It has expanded to work with juveniles and families in the juvenile justice field, families impacted by family conflict and violence, and homeless veterans and their families.

**Skills / Qualifications:**

Instructors shall possess a minimum of a bachelor's degree in human services, criminal justice, adult or secondary education, traffic safety, nursing or a doctorate in medicine(M.D.)

They shall possess a minimum of four thousand hours of experience in human services, criminal justice, education, traffic safety or medical care specific to the substance abuser. The experience requirement may be satisfied by direct service delivery, administration or teaching. A master's degree in human services, criminal justice, adult or secondary education, traffic safety, nursing or a doctorate in medicine(M.D.) may be substituted for two thousand hours of experience. A Certified Addiction Professional (CAP), a certified Criminal Justice Addiction Professional (CCJAP), or fourteen thousand hours of experience in human services substituted for a degree that is not in human services, but shall not preclude the requirements for a minimum of a bachelor's degree. Each beginning evaluator shall complete 20 hours of pre-service training. Each certified evaluator shall thereafter, complete a minimum of 24 hours of in-service training bi-annually.

**Major Function:**

To be responsible for the presentation of instruction in the area of abuse of alcohol and other chemical substances to students enrolled in the DUI Program. Instructions and lesson plans will follow guidelines as detailed in the DHSMV Rules for DUI Programs, Chapter 15A-10.022.

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**Responsibilities:**

- Take attendance accurately and completely.
- Utilize the comprehensive curriculum guide for each course, with appropriate handouts.
- Deliver the curriculum using didactic educational methodologies.
- Answer questions posed by clients within the scope of the instructor's expertise and information, and refer client to competent authorities for all other information.
- Maintain Order and an environment favorable to learning and development.
- Communicate with the evaluator on individual students, as needed for final dispositions, and document any comments for the client file.

**Responsibilities Level II Course:**

All duties as described above, except:

The standardized Level II curriculum shall be used.

Educational methodology is primarily interactive and conducted in small groups. As a result, instructions shall be especially alert to special of clients, which will be communicated to the evaluator and documented for the clients file.

*I acknowledge receipt of this job description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients on a personal, financial, business, social or sexual basis. Such activity may result in disciplinary action up to and including immediate termination of employment.*

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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