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Substance Abuse Technician Lead

JOB CODE	JOB FAMILY	PROFILE
JCV440	**Health and Social Services**	**Substance Abuse Technician Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**November 8, 2026**

The Substance Abuse Technician Lead performs professional-level duties related to the treatment of substance use disorders. Provides comprehensive detoxification and recovery support services, oversees program activities, and serves as a lead worker by guiding and training staff as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Interviews clients, conducts assessments, and gathers case histories to support detoxification and recovery; monitors client adherence to program goals and intervene as necessary.
- Collaborates with department staff to deliver scheduled curriculum and therapeutic activities used in the treatment and rehabilitation of substance use disorders.
- Processes new client intakes, including issuing clothing, conducting facility orientation, and assisting with daily routines and program information.
- Transports clients to medical appointments, court, and other service-related locations as required.
- Prepares and maintains accurate records, including statistical reports, case notes, progress documentation, and behavioral incident reports; ensures all documentation remains confidential.
- Participates in performance reviews and follows through on recommended improvements.
- Maintains a safe, secure, and orderly environment for clients, staff, and the community by enforcing program rules and responding to incidents.

- Assigns tasks and trains staff; serves as the shift lead to ensure adequate staffing and provides guidance and support as needed.
- Stays current on substance abuse treatment practices by attending conferences, trainings, and professional networking events.
- Conducts and participates in staff development and training programs; supports and monitors staff conducting group sessions.
- Oversees smooth shift transitions, including conducting client counts, securing keys and equipment, ensuring staffing coverage, and completing required documentation.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years of work experience in substance abuse, healthcare, law enforcement, emergency management, or a related field.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the Bernalillo County Behavioral Health Services facility will be required to complete a caregiver criminal history screening for all caregivers. Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.
- Employee may be required to work different shifts and program reassignments.
- May be required to work mandated overtime as needed.

WORKING CONDITIONS

- Essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Works alone primarily, with or without directions. Works with groups and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork are handled in performance of essential job duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.