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Substance Abuse Technician Trainee

JOB CODE	JOB FAMILY	PROFILE
JCV228	**Health and Social Services**	**Substance Abuse Technician Trainee**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**November 6, 2026**

The Substance Abuse Technician Trainee performs technical duties and functions associated with the treatment of substance abuse (drug and alcohol). Under guidance, assists in providing detoxification and treatment services to clients within the program.

Job Description

DUTIES AND RESPONSIBILITIES

- Under guidance of the Program Supervisor, obtains relevant information about clients through interview, assessment and case history; assists and supports clients through addiction detoxification and recovery; observes, intervenes, and reports client adherence to program goals and objectives.
- Works in conjunction with other department staff to administer scheduled program curriculum and other activities utilized for treatment and rehabilitation of substance abuse.
- Processes new clients and completes pre-screening for all intakes.
- Under the assistance of the lead technician, provides education to individuals and groups in the community and facilitate group presentations and workshops.
- Transports clients to appointments and other service locations outside of assigned program.
- Under the assistance of the lead technician, prepares case histories and documents behavioral incidents through observation of clients and maintains confidential records.

- Informs the assigned supervisor of any changes, adjustments or complications with department protocols.
- Receives guidance and training from Substance Abuse Technician – Program Supervisor within the division.
- May receive and respond to routing inquiries on behalf of the department.
- *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.
- One (1) year of work experience involving substance abuse, healthcare, law enforcement, emergency management, or corrections.

  *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 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.
- May be required to work mandated overtime as needed.

WORKING CONDITIONS

- Shift work is required.
- A majority of essential duties are performed indoors in a temperature-controlled environment.

- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.
- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled; indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry. Outdoor surfaces may include natural ground, asphalt, or concrete.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Worker may perform duties with or without directions from a supervisor.
- Worker may perform duties alone, or as part of a select team.
- Work hazards include high stress level of job, operation of a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- Utilizes security equipment, restraint equipment, and mace as necessary, and weapons based on assignment.
- Utilizes first aid equipment, oxygen, fire extinguishers and other safety equipment on an as needed basis.
- Operates a county vehicle as assigned.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

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.