



Preparing Hispanic health professionals is essential for meeting the substance abuse and mental health needs of the Hispanic community.

3

SUBSTANCE ABUSE AND MENTAL HEALTH CAREERS

“In order to eliminate health disparities in mental health and substance abuse, there is a need for more professionals with cultural competence skills. Moreover, to effectively interact with the Hispanic community there is a need to significantly increase the number of Hispanic health professionals who can work closely with the community.”

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Purpose

This chapter describes the education and training requirements needed to obtain a career in the field of substance abuse and mental health.

Introduction

Substance abuse and mental health personnel work with a variety of issues in different settings. Prevalent health concerns include: drug addiction, suicide, alcohol and tobacco abuse, emotional disabilities, domestic violence, child neglect and abuse, personality and eating disorders, gender identification, peer pressure and AIDS.

There is a clear need for increasing the number of Hispanic professionals prepared to address all of these areas.

While recent reports suggest that drug and alcohol use are declining nationwide, use of illicit substances, tobacco and alcohol continue to increase among the Hispanic community. Data from 1998 indicate that Hispanics are most likely to engage in heavy alcohol use followed by whites and blacks (The Robert Wood Johnson Foundation, 2001). Other research surveys indicate that Hispanics are over-represented in drug abuse treatment and prevention programs (Beale & Berry-Cabán, 1992; McCaughrin & Howard, 1995).

Dr. Lloyd Rogler (1996), who studied the condition of mental health among Hispanics for many years, found that Hispanics have a higher prevalence of mental disorders and they underutilize mental health facilities. To help improve the mental health status of Hispanics and to address drug abuse issues, the Hispanic community must have sufficiently trained professionals. These trained professionals should be knowledgeable about the Hispanic community, as well as be culturally and linguistically competent.

The U.S. Department of Health and Human Services (DHHS) defines cultural competency as, “behaviors, attitudes and policies that can come together on a continuum; that will ensure that a system, agency, program, or individual can function effectively and appropriately in diverse cultural interactions and settings.” Cultural competency ensures an understanding, appreciation and respect of cultural differences and similarities within, among and between groups. Linguistic competency encompasses understanding the structure, modification and nature of different languages.

Hispanics in Health Care Occupations

Preparing more Hispanic healthcare professionals is essential toward addressing the substance abuse and mental health needs of the Hispanic community. Hispanics are under-represented throughout the health care workforce, particularly in professions that require extensive education (see Figure 3-1).

Figure 3–1. Hispanics 16 Years and Older Employed in Select Health Occupations

Health Occupation	Percent Hispanic
Clinical Laboratory Technologists and Technicians	6.4
Social Workers	6.4
Licensed Practical Nurses	5.8
Physical Therapists	5.4
Pharmacists	5.1
Physicians	4.8
Psychologists	4.0
Registered Nurses	3.2
Physician Assistants	2.8
Radiology Technicians	2.0
Respiratory Therapists	2.0

SOURCE: U.S. Bureau of the Census, Current Population Survey, 1998

Education Requirements

As indicated in Figure 3-2., the educational requirements for the selected 26 substance abuse and mental health careers vary depending on the career path one chooses. For example, social workers who provide counseling services need to obtain a Master’s degree in Social Work (MSW) and complete a supervised training program. On the other hand, psychiatrists need many years of post-graduate education and training. A mentoring program in substance abuse and mental health can help orient youth into these career paths.

Figure 3–2. Education Required for Mental Health and Substance Abuse Careers

Health Field	Degree	Certificate or License Required	Internship Required
Clinician, Adolescent Services	MSW	✓	✓
Clinician, Therapeutic Foster Care	MSW	✓	✓
Counselor, Alcohol and Drug Abuse	BA/BS/MA/MSW	✓	✓
Counselor, Chemical Dependency	BA/MA	✓	
Counselor, Intake	BA/MA		✓
Counselor, Mental Health	MSW	✓	✓
Counselor, Residential	MSW	✓	✓
Director, Medical	MD,BA,BA	✓	✓
Director, Mental Health Services	MA/MS/MSW	✓	
Director, Substance Abuse Health Services	MA/MS/MSW	✓	
Educator, Substance Abuse	BA/MA	✓	
Emergency Medical Technology-Paramedic	AA		
Family Partnership Worker	BA/BS/MSW	✓	✓
Group Facilitator	MSW	✓	✓
Human Services Worker	OJT/AA/AS/BA/BS		
Medical Laboratory Technician	AA/BA/BS		
Nurse Practitioner	BA/BS/MA/PhD	✓	✓
Nurse, Psychiatric Mental Health	BSN	✓	✓
Nurse, Registered	AND/BSN	✓	✓
Public Health Advisor	MS/MPH		
Psychiatric Mental Health Technician	HS/OJT/AA		
Psychiatrist	MD	✓	✓
Psychologist	PhD	✓	✓
Scientist, Research and Evaluation	BA/MA/MPH/ PhD/MD		
Social Worker	MSW	✓	✓
Therapist, Art, Dance, Music and Recreation	BA/MA	✓	✓
Therapist, Marriage and Family	BA/MA/MSW	✓	✓

Source: Table Compiled by ASPIRA, 2001

Abbreviation Key

AA	Associate in Arts
AE	Adult Education
AND	Associate Nursing Degree
AS	Associate in Science
BS	Bachelor of Science
BA	Bachelor of Arts
BSN	Bachelor of Science in Nursing
EdD	Doctor of Education

Abbreviation Key

HS	High School Diploma
MA	Master of Arts
MD	Doctor of Medicine
MPH	Master of Public Health
MS	Master of Science
MSW	Master of Social Work
OJT	On-The-Job Training
PharmD	Doctor of Pharmacy
PhD	Doctor of Philosophy

As indicated in Figure 3-3, in 1997 Hispanics received a very small percentage of college degrees:

- 8% of all associate degrees
- 5% of all bachelors' degrees
- 4% of all masters' degrees
- 2% of all doctorates awarded

These proportions have increased slightly by only 3.5% between 1977 and 1997 (U.S. Department of Education, 1999).

Figure 3–3. Degrees Conferred by Institutions of Higher Education, by Major Field of Study: 1996-1997

	Total	Hispanic	Percent Hispanic
Associate Degrees			
Biological sciences/life sciences	2,116	224	11%
Health professions and related sciences	98,921	4,606	5%
Psychology	1,612	215	13%
Total	563,620	42,645	8%
Bachelor's Degrees			
Biological sciences/life sciences	63,975	2,839	4%
Health professions and related sciences	85,631	3,152	4%
Psychology	74,191	4,934	7%
Total	1,168,023	61,941	5%
Master's Degrees			
Biological sciences/life sciences	6,466	188	3%
Health professions and related sciences	35,958	1,013	3%
Psychology	14,353	716	5%
Total	414,882	15,187	4%
Doctor's Degrees			
Biological sciences/life sciences	4,812	115	2%
Health professions and related sciences	2,672	56	2%
Psychology	4,053	156	4%
Total	45,394	1,098	2%

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), "Completions" Survey, 1999.

Preparing For Mental Health And Substance Abuse Careers

Students need to explore the full range of options available to them in substance abuse and mental health careers. They also need to explore the nature of the work environment. Nurses, psychologists, social workers, psychiatrists and health care administrators are just some of the health professionals that work with substance abuse and mental health issues. They work out of mental health clinics, hospitals, schools and community-based organizations, among other institutions. *Tool 3-4. Substance Abuse and Mental Health Employment Sectors* provides a list of institutions for students seeking to work in the substance abuse and mental health fields.

Early Academic Preparation

The process of preparing for a career in substance abuse or mental health can begin as early as elementary school. A solid academic foundation at the elementary school level lays the pathway towards a higher education. A college education builds on skills that are acquired in the first twelve years of schooling. The courses that a student takes in high school provide the foundation for advanced subjects that the student will study in college.

Students need to develop a strong academic foundation by taking challenging course work, developing good study habits and becoming involved in school and community extracurricular activities. If students do not take the right courses in middle school, they may be locked out of the college preparatory track in high school and will not be adequately prepared for college level work.

Most careers in substance abuse and mental health require a good background in Math, Science and English. The U.S. Department of Education recommends that middle and junior high school students take Algebra I in 8th grade, Geometry in 9th grade and English, Science and History or Geography every year. Foreign language and Computer Science are also recommended. At the high school level, it is also recommended that students take four years of English, four years of Math (preferably through Calculus), two years of History, Geography and Laboratory Sciences. Students should also take challenging electives, such as: Psychology, Economics or Statistics. Test taking is a necessary skill in preparing for college admission. Students should be encouraged to begin preparing for college admissions tests as early as possible. Students are also recommended to take Advanced Placement (AP) courses. These courses allow students to earn college credit while in high school.

The following Figure 3-4. provides an overview of each type of preparatory and entrance examination:

Figure 3–4. College Entrance Examinations

■ Preliminary Scholastic Aptitude Test - PSAT

This exam prepares students to take the actual SAT, required by most colleges for admission. Students are encouraged to take this exam in the fall semester of their sophomore or junior year. From the results, students will be able to assess their Verbal, Math and Writing skills. The more practice students have, the better they will do on the real exam. PSAT scores are often used to identify National Merit Scholarship recipients and the National Hispanic Scholars.

■ Scholastic Aptitude Test - SAT I and SAT II

This exam helps colleges assess student capabilities in Math, verbal and analytical skills. Colleges use these scores to assist them in determining readiness for college level work. The SAT II subject tests measure knowledge and skills in English, History and Social Studies, Mathematics, Sciences and Foreign Languages. These tests should be taken in the junior or first semester of senior year in high school.

■ American College Testing Program Assessment - ACT

This test is usually required by many of the mid-western, western and southern U.S. colleges. The test measures student's ability in English, Math, Reading and Science reasoning skills. Some colleges that request the ACT may also request the SAT. Students are encouraged to take the exam during their junior year.

■ Test of English as a Foreign Language – TOEFL

The Test of English as a Foreign Language evaluates the English proficiency of students whose native language is not English. This test should be taken in the junior or first semester of their senior year in high school.

Deciding on a College

Once a student decides to attend college, the first step is to begin looking at college catalogues in their guidance office or checking on the internet for a particular school. Students should plan to visit several of the schools that are of interest to them and speak to students and college personnel to try to get a feel for the environment. Some community-based organizations, such as ASPIRA and the Hispanic Association of Colleges and

Universities, sponsor trips for students to visit college campuses. Below are some options students may want to consider when searching for a college.

Kind of institution:

- Public or private?
- Two-year or four-year?
- Coed or single sex?
- Is it important to attend a Hispanic Serving Institution ¹ or a Historically Black Institution²
- Religious affiliation or independent?
- Commuter or residential?

Location:

- Urban or rural?
- Close traveling distance to home or further away?
- In-state or out-of-state?
- Cost of transportation to travel to-and-from school each year?

Academic Environment:

- Does the institution offer the academic programs needed to prepare students for entering substance abuse or mental health careers?
- Are professors available for one-on-one meetings?
- Does the institution provide a writing or tutoring center?
- What are the educational qualifications of the professors?
- Does the institution have computer and math labs?
- Do they offer generous financial aid packages?
- Do they have a Support Center or Center of Excellence to help students succeed?

¹Hispanic Serving Institutions generally have 25% or more Hispanic students currently enrolled.

²Historically Black Colleges and Universities that were founded prior to 1964 and that have as their primary mission the education of African American students.

Social Support:

- Is the campus culturally diverse?
- What are the positive and negative experiences of students on the campus?
- Is there a child care center on-campus?

Overview of Training Institutions

Completing a college education rewards one with many choices for job opportunities. Parents, mentors and students should explore interests, as well as research the full range of education that specific jobs require. For example, some jobs in substance abuse and mental health fields, such as Substance Abuse Health Services Director (SAHSD) and clinical psychology, require graduate work beyond the traditional four-year degree.

The following provides an overview of two-year, four-year institutions, graduate and professional programs, as well as adult education programs.

Two-Year Community Colleges

For many Hispanics a community college or junior college is their first post-secondary experience. After successfully completing a two-year program the student receives an Associate of Arts (AA) or an Associate of Science (AS) degree. In addition to career and technical education, community colleges generally offer the first two years of academic course work needed to transfer to a four-year institution.

Community colleges are often seen as a practical option for many Hispanic students since:

- They are closer to home
- They generally have smaller classes
- They offer the student the opportunity to take basic courses that they may have missed in high school
- They are less expensive than four-year institutions
- They offer flexible schedules
- They offer short term technical programs

Many community colleges offer career programs that are related to substance abuse and mental health. Upon completion of these programs, they often place students directly into the work force.

Below is a partial list of these careers (see also Figure 3-2):

- Human Services Worker
- Psychiatric Mental Health Technician
- Medical Laboratory Technician
- Creative Arts Therapist
- EMT Paramedic
- Registered Nurse

Community colleges serve an important role in helping students achieve an AA degree, or an AS degree, one of the first steps in obtaining a college education. However, it should be noted that, many Hispanics who start a post-secondary education at a community college never continue on to a four-year institution.

Four-Year Undergraduate Institutions

The Bachelor of Arts (BA) and the Bachelor of Science (BS) are the most common degrees. While policies vary, the Bachelor of Science is awarded in the sciences and in professional and technical fields of study. The Bachelor of Arts degree is awarded more often in the humanities, fine arts and liberal fields of study.

The benefits of attending a four-year college include:

- A safe educational environment for students away from home
- Opportunities for career advancement
- Graduates enter positions with a wide range of responsibilities within a work-setting

Although some institutional policies and programs differ, the following are examples of careers offered by four-year undergraduate institutions in substance abuse and mental health (see also Figure 3-2):

- Substance Abuse Educator
- Nurse Practitioner
- Health Services Administrator
- Alcohol and Drug Abuse Counselor

Graduate and Professional Programs

Graduate and professional programs, offered by four year colleges and universities, vary in length and may lead to a master's degree, a doctorate, or a professional degree. The Master of Arts (MA) or Master of Science (MS) are the first graduate degrees in liberal arts or sciences and usually take from one to two years of study to complete.

Doctoral degree programs normally consist of course work and independent research, with a dissertation or other formal presentation generally including a research investigation during the last two years of study. Doctoral programs include the Doctor of Philosophy (PhD) awarded in the humanities, arts and sciences; or other doctoral areas, such as: the Doctor of Education (EdD) or Doctor of Public Health (DPH). Professional programs generally require from two to four years of undergraduate education and a total of at least six years of graduate education, such as the Doctor of Medicine (MD).

Among the benefits of a graduate or professional degree are the following:

- A wide range of opportunities for career advancement
- A wide range of responsibilities
- Skills acquired can be extensive
- A high level of involvement in leadership responsibilities
- Immeasurable impact on the lives of others
- Financial rewards

Examples of related substance abuse and mental health prevention careers that require graduate and professional degrees include (see also Figure 3-2):

- Psychologist
- Physician
- Health Services Director
- Marriage and Family Therapist
- Therapeutic Foster Care Clinician
- Adolescent Services Clinician

Adult Education and Technical Programs

It is never too late to begin preparation for a career in substance abuse or mental health. Due to the fast changing nature of the professions and the work environment, an on-going learning process is constantly needed. Adult education and technical programs offer one way to prepare for an entry-level position in substance abuse or mental health. This is an option for many Hispanic adults who may choose not to attend college.

Many adult education and technical programs focus on the entry-level skills needed for a career in substance abuse and mental health. Participation in adult education and technical programs enables Hispanic adults to attain satisfying jobs in health care and in the workforce. Adult education and technical courses are of short duration and are generally held at community colleges, community-based organizations, or in the workplace.

The following are examples of training programs offered by adult education and technical institutions that are related to substance abuse prevention and mental health fields (see also Figure 3-2):

- Human Services Worker
- Emergency Medical Technology Paramedic
- Medical Laboratory Technician
- Psychiatric Mental Health Technician

For more information on the educational requirements of specific jobs, students can contact their guidance counselor, or check *The Occupational Outlook Handbook* (2000-01) in their local library. Another excellent source is *270 Ways To Put Your Talent To Work In The Health Field* (1998).

Conclusion

Mentors can make a difference in the lives of Hispanic youth by teaching them to see the variety of options available for their future and providing exposure to various careers in substance abuse and mental health. Mentors can also play an important role in assisting youth with the post-secondary admissions process.

Hispanic youth need to know about institutions that can prepare them for these professions, including: community colleges, four-year undergraduate institutions and graduate professional programs.

Depending on the student's individual circumstances, institutions, such as adult education centers and community colleges are geared towards students who do not think they are ready for a four-year undergraduate experience. These programs usually offer the student an opportunity to obtain an Associate of Arts (AA), an Associate of Science (AS) degree, or to be certified in a field of study.

If a student chooses to climb the higher education ladder, four-year undergraduate institutions offer students the Bachelor of Arts (BA) or the Bachelor of Science (BS) degree. Graduate and professional programs offer more advanced degrees.

Increasing the education, training and recruitment of Hispanics into health professions will lead to a work force that's more adequately reflective of the rich diversity in this country and showcase their potential to serve our Nation's people.

The tools section that follows provides information on 26 different careers directly related to the field of substance abuse and mental health. This is followed by a section on careers that are ancillary-related.

- Tool 3-1. Preparing Hispanics for Substance Abuse and Mental Health Careers (p. 40)
- Tool 3-2. Careers Directly Related To Substance Abuse and Mental Health (pp. 41-58)
- Tool 3-3. Careers Ancillary to Mental Health and Substance Abuse Prevention (pp. 59-64)
- Tool 3-4. Substance Abuse and Mental Health Employment Sectors (pp. 65-67)

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Tools



TOOL 3-1. PREPARING HISPANICS FOR SUBSTANCE ABUSE AND MENTAL HEALTH CAREERS

There are many career choices available in the substance abuse and mental health fields. Yet Hispanics continue to be underrepresented in these areas. Hispanic youth interested in a career in substance abuse and mental health should begin exploring their options as early as elementary school. A college education builds on the skills acquired the first twelve years of schooling.

Hispanic youth are encouraged to develop a strong academic foundation by excelling in challenging course work, developing good study habits and becoming involved in school and community extracurricular activities. Taking the right courses in middle school can prepare them for the upper division courses in high school and eventually for college level work.

Once a decision is made to attend college, a good first step is to begin looking at college catalogues or go on-line to research a particular school. Students that do not have access to a computer at home can go to their career center at school or use the internet access available at local libraries. Hispanic youth should also visit several schools that are of interest to them and speak to students and college personnel to get a feel for college life.

Hispanic youth need to be aware of the many options available to them, for example: public or private college, two-year or four-year college, coed or single sex, a Hispanic Serving Institution or a Historically Black Institution, a religious affiliation or independent, commuter or residential. Other options to consider are location, the academic environment and social support.

Preparing more Hispanic healthcare professionals is essential towards addressing the substance abuse and mental health needs of the Hispanic Community. Furthermore, cultural and linguistic competency must be an important part of this effort because it allows people to develop and expand their knowledge, language, respect and sensitivity for cultural diversity.

TOOL 3-2. CAREERS DIRECTLY RELATED TO MENTAL HEALTH AND SUBSTANCE ABUSE

CLINICIAN, ADOLESCENT SERVICES (ASC)

Adolescent Services Clinicians (ASCs) are responsible for delivering treatment to adolescents in a substance abuse or mental health setting.

Nature of Work

The responsibilities of an Adolescent Services Clinician generally include: overseeing all clinical services (i.e.: treatment planning, clinical and educational groups, individual and family therapy, observation of behavioral services and clinical documentation). ASCs may also collaborate with the juvenile court system.

Qualifying Criteria

A bachelor's or master's degree in social work is generally required. Experience with adolescents with substance abuse and mental health issues is generally required.

Salary Expectations

Salary ranges between \$20,200 and \$32,100 per year based on education.

CLINICIAN, THERAPEUTIC FOSTER CARE (TFCC)

Therapeutic Foster Care Clinicians (TFCC) work with parents and youth, while additionally providing direct client caseload services.

Nature of Work

TFCCs help youth, their families and foster families cope with substance abuse and mental health issues and with situations such as: homelessness, child and spousal abuse and child neglect. TFCCs counsel and encourage youth to join programs that facilitate their continued involvement in various substance abuse and mental health programs through education, advocacy, case management, community referrals and providing home-based services to parents and children.

Qualifying Criteria

A master's degree in a mental health discipline is generally required for this career. TFCCs should also have experience working with abused and neglected children.

Salary Expectations

Salary ranges from \$29,000 for non-licensed to \$45,000 for licensed staff.

COUNSELOR, ALCOHOL AND DRUG ABUSE (AODA)

Alcohol and Drug Abuse Counselors work with a team of substance abuse, mental health and social services professionals to provide substance abuse treatment services. These services generally include drug and alcohol assessment, treatment, education, referral, prevention and rehabilitation for adolescents and families affected by alcohol and drug abuse. AODA's are sometimes called Chemical Dependency Therapists.

Nature of Work

AODA Counselor guides drug users, family members and associates using various strategies and treatments, to teach them how to cope with the effects of rehabilitation. They instruct patients on education, outreach, therapeutic intervention and diagnostic procedures. They also act as a liaison to the community health, law enforcement, social and legal services available through government and non-profit organizations.

Qualifying Criteria

An AODA Counselor has knowledge of clinical evaluation approaches. They provide case management services, that include the coordination of available resources to focus on implementation and evaluation of their patient's on-going treatment plan. Counselors should possess expansive knowledge of chemical dependency treatments and an understanding of individualized treatment for persons affected by chemical dependency.

A bachelor's or master's degree is required. Some employers also require obtaining an International Certification Reciprocity Consortium Counseling Licensure.

Salary Expectations

Salary ranges between \$27,000 and \$31,000 per year based on education, employer and length of employment.

COUNSELOR, CHEMICAL DEPENDENCY (CDC)

Chemical Dependency Counselors (CDCs) provide substance abuse assessments for individual, group and family counseling along with educating youth and adults referred through the juvenile justice system, schools and other referral sources.

Nature of Work

CDCs provide assessments, determine treatment plans and make referrals for substance abusers and their families. They provide education, prevention, treatment and support to substance abusers and families through individual, group and family therapy prevention, case management services and actively promote youth substance abuse programs to families and individuals. In addition, they develop and maintain relationships with other professionals, schools, institutions and agencies, implementing substance abuse services via education, prevention, outreach, support and treatment.

Qualifying Criteria

A bachelor's or master's degree is required to be a chemical dependency counselor. Family counseling licensure is also normally required.

Salary Expectations

Salary ranges between \$23,000 and \$31,000 per year.

COUNSELOR, INTAKE (IC)

Intake Counselors generally staff and manage crisis lines and provide support to hospitals and clinics.

Nature of Work

Intake Counselors conduct brief telephone assessments, perform crisis intervention and refer patients to provider networks and to community resources. These positions are ideal for professionals seeking to provide support in substance abuse or mental health, or those who require time flexibility to pursue continual study.

Qualifying Criteria

A master's degree in a mental health discipline and two years of clinical experience is generally required for this career.

Salary Expectations

The salary range for an Intake Counselor is between \$35,000 and \$45,000 per year.

COUNSELOR, MENTAL HEALTH (MHC)

Mental Health Counselors (MHC) work with people to promote positive mental health. MHCs help families work through conflicts by improving communication and relationships.

Nature of Work

MHC Counselors can help physically, emotionally, mentally, or socially impaired people become more self-sufficient. Mental Health Counselors work with clients who struggle with substance abuse, family and marital problems, stress, aging and other issues. MHC Counselors work together with other professionals to assist patients in improving their mental health.

MHCs generally specialize in the following areas: career counseling, gerontological counseling, mental health, rehabilitation and school counseling. The working environment for a counselor today varies from schools, colleges and universities to community mental health centers, from social agencies to prisons, halfway houses, drug rehabilitation centers, hospitals, or nursing homes.

Qualifying Criteria

A master's degree in a mental health discipline and two years of clinical experience are generally required for this career.

Salary Expectations

The salary range for this position is between \$24,000 and \$35,000 per year based on education and employer.

COUNSELOR, RESIDENTIAL/SUPERVISOR (RC/S)

Residential Counselor/Supervisors (RC/S) provide daily supervision of patients, training and oversee the work of residential counselors and support staff.

Nature of Work

Residential Counselor/Supervisors assess the needs and establish the eligibility of patients for benefits or services, while maintaining the individual's rights by complying with all applicable laws and regulations. RC/Ss also provide direct care service to patients with mental health disorders.

Residential Counselor/Supervisors play a variety of roles in the community. They organize and lead group activities, assist patients in need of counseling or crisis intervention and may administer and organize food banks, emergency fuel programs, or various other programs.

Qualifying Criteria

Generally Residential Counselors/Supervisors have a master's degree in social work, mental health counseling, or psychology.

Residential Counselors should possess the ability to gain confidence, inspire respect and trust in their patients.

Salary Expectations

The salary range for this career is between \$30,000 and \$51,900 per year based on education, experience and employer.

DIRECTOR, MEDICAL (MD)

The Medical Director is the management senior clinical practitioner. Medical Directors generally supervise clinics and hospital clinical staff.

Nature of Work

Medical Directors are very recognized members in their community. Medical Directors (MD) in the substance abuse and mental health fields practice in either a hospital or clinic and have oversight for all activities conducted.

Qualifying Criteria

Most Medical Directors are required to have managed care experience. Medical Directors must hold a Doctor of Medicine degree (MD) before they are qualified for medical practice and should have served as physicians in a hospital or clinical setting for generally more than five years.

Salary Expectations

Salary ranges between \$100,000 and \$175,000 per year depending on the size of the facility, budget, region and administrative experience.

DIRECTOR, MENTAL HEALTH SERVICES (MHSD)

The Mental Health Services Director is a senior management practitioner that supervises managerial and clinical staff.

Nature of Work

The Mental Health Services Director (MHSD) is a senior management position that supervises the provision of mental health.

Nature of Work

The MHSD is responsible for the clinical and administrative management of mental health services provided to families and children. In directing clinical activities, the Mental Health Services Director generally operates in coordination with the Chief Psychiatrist and other personnel and is also responsible for overseeing various mental health programs. The Mental Health Services Director is also responsible for ensuring the oversight of services provided by contracting agencies (primarily residential), as well as the assessment

of unmet needs and gaps in services. The MHSD also interprets government regulations and implements public policy into their employing organization.

Qualifying Criteria

Normal requirements for this career are a master's degree in a clinical discipline such as counseling, psychiatric social work, psychology, art therapy, psychiatric nursing, or other specialties, all of which require a clinical practice involving diagnostic and treatment services. Three years of post-master's degree in providing direct clinical supervision and program management of mental health services are also general prerequisites.

Salary Expectations

Salary ranges between \$57,500 and \$87,000 per year.

DIRECTOR, SUBSTANCE ABUSE HEALTH SERVICES (SAHSD)

The Substance Abuse Health Services Director (SAHSD) is a senior management position that supervises the provision of substance abuse services.

Nature of Work

The SAHSD is responsible for the clinical and administrative management of substance abuse treatment services provided to adults and adolescents. In directing clinical activities, the Substance Abuse Health Services Director generally operates in coordination with the Chief Psychiatrist and/or personnel and is also responsible for overseeing various substance abuse programs. The SAHSD is also responsible for ensuring the oversight of services provided by contract agencies, as well as the assessment of services. The SAHSD also interprets government regulations and implements public policy in employing organizations.

Qualifying Criteria

Normal requirements for this career are a master's degree from an accredited college or university in a clinical discipline such as counseling, psychiatric social work, psychology, art therapy, psychiatric nursing, or other directly related clinical discipline, all of which require a clinical practice involving diagnostic and treatment services. Three years of post-master's degree in providing direct clinical supervision and program management of substance abuse and mental health services are also general prerequisites.

Salary Expectations

Salary ranges between \$57,500 and \$87,000 per year.

EDUCATOR, SUBSTANCE ABUSE (SAE)

Substance Abuse Educators (SAE) provide the public and targeted population groups with information on substance abuse and mental health issues. Related careers include: Public Health Educators and School Health Educators.

Nature of Work

Most of the issues Substance Abuse Educators address are related to an individual's life-style and health behaviors, including: alcohol, smoking, stress and substance abuse. Substance Abuse Educators analyze the problems within a community and develop strategies for addressing those problems. They coordinate resources, develop and distribute substance abuse information and conduct research. The goal is to help prevent disease and promote healthy living by educating and counseling the public.

Qualifying Criteria

Training programs are available at both the graduate and undergraduate level. Substance Abuse Educators generally obtain a bachelor's degree in health education. Public Health Educators and School Health Educators usually have a master's degree or a doctoral degree.

Salary Expectations

The salary range for this career is between \$27,000 and \$40,000 per year based on education, employer and geographic location.

EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC (EMT-Paramedic)

EMT-Paramedics have technical knowledge and skills to carry out effective emergency procedures, while understanding how and when to implement those procedures.

Nature of Work

EMT-Paramedics respond to calls related to crisis intervention in substance and mental health situations, as well as provide accident and critical recovery assistance to the police and fire department.

EMT-Paramedics provide extensive pre-hospital care. EMT-Paramedics may administer drugs orally and intravenously, interpret EKG and use monitors and other complex equipment.

Qualifying Criteria

EMT-Paramedics have knowledge and clinical hands-on experience, that allows them to be effective Emergency Medical Technicians. Certification as EMT-A (Ambulance Attendant) and EMT-P (Ambulance Paramedic) is required, as well as two or more years of experience in

the field and current certification in CPR. Most employers ask that you receive an accredited college, university, or vocational training certificate for the job.

Salary Expectations

The salary range for this career is between \$28,900 and \$45,000 per year based on experience.

FAMILY PARTNERSHIP WORKER (FPW)

Within a mental health setting, Family Partnership Worker(FPW) help to ensure that families can transition from critical and traumatic situations into healthier environments through counseling and guidance.

Nature of Work

Family Partnership Workers help families cope with situations, such as substance abuse, homelessness, recent immigration and spousal abuse. FPWs counsel parents and children into programs that facilitate their continued involvement in various substance abuse and mental health programs through education, advocacy, case management, community referrals and by providing home-based services to parents and children.

Qualifying Criteria

A bachelor's degree in social work, or in a related field is required including: one to two years of social service experience with families, knowledge of child development, excellent communication skills, experience with families having multiple problems, knowledge of local community-based organizations and group facilitation skills are generally required.

Salary Expectations

The average salary is \$28,000 per year based on experience and education.

GROUP FACILITATOR (GF)

Group Facilitators (GFs) work in institutions and private practice outpatient settings.

Nature of Work

GFs usually work as a member of a multi-disciplinary team, including chemical dependency, psychiatry and behavioral health. Responsibilities generally, include facilitating intervention groups and maintaining participant records in accordance with the employing organization guidelines.

Qualifying Criteria

Certification as a Group Facilitator requires a year of experience. The most basic training and entry level position requires a bachelor's degree in social work (BSW) and a master's degree in social work (MSW) is necessary for some professional positions mental health settings.

Salary Expectations

The salary range for this career is between \$30,000 and \$35,000 per year based on experience and education.

HUMAN SERVICES WORKER (HSW)

Human Services Workers (HSW) encompass a broad range of careers in social work, mental health and general rehabilitation. Some job titles that fall under this heading are Social Service Assistant, Child Care Worker, Gerontology Aide, Community Support Worker, Life Skills Counselor, Case Management Aide and Social Work Assistant.

Nature of Work

The responsibilities and work settings for this position vary. Generally, Human Service Workers counsel clients on life-style and coping habits, coordinate group and community activities and keep an accurate record of client progress. Human Services Workers in the substance abuse and mental health field supplement nursing duties, deal directly with psychological issues, or coordinate the activities of a rehabilitation program or counseling center.

Group homes, hospitals, clinics and shelters all require the skills of HSWs. Government agencies, public welfare agencies and private human service agencies employ Human Service Workers as Planners, Coordinators, Project Managers and Field Workers. Usually, Human Service Workers work a 40-hour week and business hours are more suited to some careers, while in-home or hospital workers may have evening, late night, or weekend shifts.

Qualifying Criteria

A certificate, an associate's degree, or a bachelor's degree, qualifies the holder for positions in management, or worker supervision, as well as for direct contact with clients. Those seeking administrative positions usually need a master's degree. Generally employers prefer college degrees in social work, psychology, or behavioral science.

Salary Expectations

Salaries range is between \$25,000 and \$40,000 per year.

MEDICAL LABORATORY TECHNICIAN (MLT)

Medical Laboratory Technician (MLTs) work under the supervision of Medical Technologists in performing routine clinical laboratory tests on blood, tissue and body fluids which help in the diagnosis and treatment of patients.

Nature of Work

MLTs collect blood samples, prepare chemical solutions, prepare and analyze specimens, enforce quality control measures, maintain equipment, keep records of laboratory tests and report results to Medical Technologists, Registered Nurses, or Physicians. MLTs use laboratory instruments ranging from microscopes and computers to automatic analyzers in the areas of chemistry, hematology, urinalysis, blood banking, immunology and microbiology.

Qualifying Criteria

A two-year associate's degree is generally required to work as a Medical Laboratory Technician (MLT). However, there are certificate programs offered by hospitals and adult education centers.

Salary Expectation

Salaries for Medical Laboratory Technicians average about \$27,000 per year.

NURSE PRACTITIONER (NP)

Nurse Practitioners (NPs) are Registered Nurses (RNs) who provide patient health services to maintain health, prevent illness, or deal with acute or chronic health problems. NPs often work in substance abuse and mental health treatment settings.

Nature of Work

Nurse Practitioners specialize in various areas of mental health such as: substance abuse, treatment/recovery and mental health counseling. Generally a NP has expertise in adult, family, school, pediatric, women's and gerontological health and acute care. While duties may remain similar in each category, patients do differ and NPs should have the ability to deal with each.

The most common work settings for Nurse Practitioners are in hospitals and doctor's offices. Other settings, include: community centers, public health departments, HMOs, schools of nursing, women's health centers, clinics and governmental health agencies.

Qualifying Criteria

A licensed NP possesses hands-on experience acquired through training. This experience is required of most RNs to be accepted into a Nurse Practitioner training program. Those RNs accepted will usually receive a

master's degree upon completion. The national certification program exam is individualized by specialty and successful completion confers certified Nurse Practitioner status.

Salary Expectations

The salary range for this position is between \$50,000 and \$65,000 per year based on experience, education and employer.

NURSE, PSYCHIATRIC MENTAL HEALTH (PMHN)

Psychiatric Mental Health Nurses (PMHN) provide treatment, care and support for patients with emotional, mental and behavioral problems.

Nature of Work

PMHNs help identify patient's problems. PMHN's also observe and report on the condition of patients, work within a team of health care providers to treat and help patients with self-care and other daily activities. Also PMHNs give patients advice and support, run therapy groups and visit patients in the community.

Qualifying Criteria

PMHNs need to know about psychiatric disorders, nursing methods, counseling and therapy and the effects of medicines and treatments on patients.

PMHNs need to be skilled in mental health issues and have good communication. PMHNs also need strong decision-making skills and organizational skills.

A bachelor's degree in Nursing from an accredited program and successful completion of a national licensing examination is required. In addition, two or more years focused study or experience is generally necessary for this career.

Salary Expectations

The salary range for this career is between \$30,000 and \$50,000 per year based on experience and education.

REGISTERED NURSE (RN)

Registered Nurses (RNs) care for patients, and promote their physical, mental and social well being. Nurses are called upon to perform a wide range of services requiring a high level of knowledge and judgment.

Nature of Work

RNs in the mental health and substance abuse field understand, administer and evaluate the effects of a wide range of medications. Registered Nurses also participate in patient care evaluation, discharge

planning and patient education. Registered Nurses are responsible for assisting the patient in life-styles changes and promoting self-care for patients with chronic health concerns.

Qualifying Criteria

An individual entering the nursing profession should have a sincere interest in people and a desire to practice professional nursing in a manner that best promotes the patient's well-being.

A licensed Registered Nurse requires graduation from an accredited nursing school and the successful completion of a national licensing examination. Approximately 70% of RNs graduate with an associate's degree of nursing. Another option is the bachelor of science degree offered at four year institutions.

Salary Expectations

RNs earn an average income of \$33,000 per year.

PUBLIC HEALTH ADVISOR (PHA)

Public Health Advisors (PHA) generally work for federal, state and local governments, as well as privately owned research organizations and associations.

Nature of Work

Major responsibilities include: policy analysis and development, strategic planning, program development, monitoring and reporting, grant application development and development of workshops and training events related to substance abuse and mental health.

Qualifying Criteria

A bachelor's, master's or doctorate degree in public policy, public health, public administration, or other health or related field, and a minimum of two years of professional experience are the general requisites of this career. Having a strong working knowledge of the operations, goals and objectives of state and federal health departments and background and experience in the substance abuse and mental health field are highly desired qualifications. A Senior Public Health Advisor, generally requires a master's degree or a doctoral degree.

Salary Expectations

An entry-level position earns between \$25,000 and \$30,000 per year, A Senior Public Health Advisor can earn up to \$125,000 per year.

PSYCHIATRIC MENTAL HEALTH TECHNICIAN (PMHT)

Psychiatric Mental Health Technicians (PMHTs) work in the psychiatric department of a general hospital, a psychiatric hospital, mental health clinic, or in a specialized nursing home performing a wide variety of tasks under the supervision of a professional Nurse.

Nature of Work

Psychiatric Mental Health Technicians provide general psychiatric nursing care to patients with mental and emotional disorders. Responsibilities cover a wide range of duties and can include: interviewing and recording patient and family histories; basic nursing techniques (vital signs, dressing application, assisting with medications); personal care (feed, shave, lift, move and dress patients); observation to report valuable information to other members of professional staff; participating in development and implementation of patient treatment plans; and leading individual or group counseling sessions and therapy activities.

Job responsibilities can also include: transporting patients, assisting with personal care and hygiene, encouraging patient participation in recreational and social activities and escorting patients to outside activities (dental appointments, church, athletic events, etc.).

PMHTs in a supervisory capacity plan, assign and review the work of subordinates; prepare records; requisition supplies; and perform a variety of related tasks to keep the ward activities coordinated and organized. PMHTs may also specialize in chemical dependency.

Qualifying Criteria

Educational requirements vary. PMHTs may receive on-the-job training through hospitals or mental health facilities, adult education centers and community colleges. PMHTs may also be trained on-the-job in a one-year formal training program.

Salary Expectations

The salary range for this career is between \$25,000 and \$30,000 per year.

PSYCHIATRIST

Psychiatrists are physicians that diagnose, treat and work to prevent mental illness, disease, or injury. Psychiatrist perform physical examinations, diagnose and treat illnesses, injuries and disorders.

Nature of Work

Psychiatrists prescribe and administer medications and treatments, provide immunization services and conduct research to aid in disease control or the development of new treatments. They are specialized physicians that treat mental illness and substance abuse among

patients. The Child and Adolescent Psychiatrist assists parents and families in understanding developmental, behavioral, emotional and mental disorders affecting children and adolescents.

Qualifying Criteria

The educational requirements for Psychiatrists generally require four years of college and a Doctor of Medicine degree (MD) plus two or more years of residency training.

Salary Expectations

The salary range for this career is between \$76,000 and \$160,000 per year, depending on patient base, employer (mainly self-employment, governmental agency or private hospital), education and amount of expertise.

PSYCHOLOGIST

Psychologists attempt to understand people, their capacities, traits and behaviors. Psychologists are concerned with finding, preventing and treating emotional and mental disorders and helping clients to develop more rewarding lives.

Nature of Work

Psychologists work directly with their patients. Their responsibilities often include: interviewing, taking histories, administering diagnostic tests and observing the patient's behavior in order to help them with their problems. Psychologists often collaborate with physicians and other health team members in developing treatment programs. Psychologists may teach, conduct research and work as consultants.

Areas of Practice

Clinical Psychologists assess and treat mental, emotional and behavioral disorders. These range from short-term crises such as difficulties resulting from adolescent rebellion to more severe, chronic conditions, such as schizophrenia.

Counseling Psychologists help people accommodate to change, or make changes in their life-style. For example, they provide vocational and career guidance to help clients come to terms with the death of a loved one. They help students adjust to college and help people to stop smoking or overeating.

Developmental Psychologists study the psychological development of the human being that takes place throughout life. Until recently, the primary focus was on childhood and adolescence, but as life expectancy increases, Developmental Psychologists are becoming increasingly interested in aging, especially in researching and developing ways to help the elderly stay as independent as possible.

Educational Psychologists concentrate on how effective teaching and learning takes place. They consider a variety of factors such as: human abilities, student motivation and the effect on the classroom on the diversity concerning cultures.

Forensic Psychologists apply psychological principles to legal issues. Their expertise is often essential in court. They can for example: help a judge decide which parent should have custody of a child, or evaluate a defendant's mental competence to stand trial. Some Forensic Psychologists are trained both in psychology and the law.

Health Psychologists are interested in how biological, psychological and social factors affect health and illness. They identify the kinds of medical treatment people seek and get, how patients handle illness, why some fail to comply with medical advice and the most effective ways to control pain or to change poor health habits.

Industrial/Organizational Psychologists apply psychological principles and research methods to the work place in the interest of improving productivity and the quality of work life. Many serve as Human Resource Specialists, helping organizations with staffing, training, employee development and management in such areas as: strategic planning, quality management and coping with organizational change.

Neuropsychologists explore the relationships between brain systems and behavior. For example: Neuropsychologists may study the way the brain creates and stores memories, or how various diseases and injuries of the brain affect motion, perception and behavior.

Quantitative and Measurement Psychologists focus on methods and techniques for acquiring and analyzing psychological data. Some develop new methods for performing analysis; others create research strategies to assess the effect of social and educational programs and psychological treatment.

Rehabilitation Psychologists work with stroke and accident victims, people with mental retardation and those with developmental disabilities caused by such conditions as: cerebral palsy, epilepsy and autism. They help clients adapt to their situation.

School Psychologists work directly with public and private schools. They assess and counsel students, consult with parents and school staff and conduct behavioral intervention when appropriate.

Social Psychologists study how a person's mental life and behavior is shaped by interactions with other people. They are interested in all aspects of interpersonal relationships, including both individual and group influences and seek ways to improve such interactions.

Qualifying Criteria

Most positions require a doctoral degree while some positions will consider a master's degree and an internship. To become licensed as a Psychologist, you should have a doctorate in psychology. Requirements usually include practical experience in an applied setting and research.

Salary Expectations

Psychologist's earnings vary by sub-specialty and educational level. Psychologists with a master's degree usually earn an average between \$38,000 and \$43,000. Those with a doctoral degree earn over \$55,000.

RESEARCH AND EVALUATION SCIENTIST (RES)

The duties of a Research and Evaluation Scientist (RES) range according to the level of education obtained and work setting. Research and Evaluation Scientists work in substance abuse and mental health settings in organizations that range from clinics and hospitals to government offices, associations and consulting companies.

Nature of Work

RESs design, conduct and manage the evaluation of substance abuse and mental health programs. They conduct needs assessment studies, analyses of programs, provide technical assistance and consultation and develop assessment instruments.

They also communicate the results of research studies through scholarly publications and presentations.

Qualifying Criteria

RESs should have a master's degree or doctorate in political science, sociology, education, urban studies or public health.

Salary Expectations

The salary range is between \$35,000 and \$48,100 per year.

SOCIAL WORKER (SW)

Social Workers (SW) help individuals, families and groups cope with emotional and social problems such as: family issues, substance abuse, emotional and mental health issues.

Nature of Work

Social Workers generally perform a range of responsibilities placing them in direct contact with individuals and families. Direct practice is face-to-face counseling either in the social worker's office, the hospital, the client's home, the school, or other settings. They identify and pull together the services needed by the client and then provide counseling and follow-up to see that the needed services are actually obtained.

The different fields of specialty in social work are: child welfare, family services, mental health, school social work, criminal justice, child and adult protective services, occupational social work and public policy.

Social Workers review eligibility requirements, assist clients to fill out applications, arrange transportation to necessary substance abuse and mental health centers and visit clients to make sure they are getting the needed help. Social Workers are also involved in therapy, rehabilitation, or recreation with groups in agencies, private practice, community centers, settlement houses and schools.

Qualifying Criteria

Most training and entry level positions require a bachelor's degree in social work. A master's degree in social work (MSW) is necessary for professional social work positions in health and mental health settings.

Salary Expectations

The salary range for this career is between \$25,000 to \$35,000 per year.

THERAPIST,ART,DANCE,MUSIC AND RECREATIONAL

Art, Dance, Music and Recreational Therapists use art, dance, music and recreation to promote positive changes in the mental health of clients.

Nature of Work

These therapies involve the application of principles and techniques of each art form to accomplish improvements in mental health.

These therapies often serve as an integral part of a larger treatment program and in some cases, act as the primary method of therapy. These therapies are also prevalent in treating mental health patients.

Qualifying Criteria

Generally a master's degree and certification are required. Some programs may require a clinical internship or advanced education.

Salary Expectations

The salary range for these fields vary by specialization, with the average ranging from \$25,000 to as much as \$50,000.

THERAPIST,MARRIAGE AND FAMILY (MFT)

Marriage and Family Therapists (MFT) can make a positive difference in promoting the well-being of families. They work in a variety of settings, including: hospitals, clinics, social service agencies, churches, educational institutions and private practice. This career is recognized as a core mental health discipline and is one of the fastest growing disciplines in the field of mental health.

Nature of Work

MFTs provide clinical services for patients, maintain psycho-educational environments and act as a member of a multi-disciplinary clinical team. MFTs also provide training to individuals regarding chemical dependency rehabilitation.

Qualifying Criteria

MFTs should possess excellent communication skills and application skills to create and present chemical dependency issues and related topics to parents in a simple and precise way. MFTs should also have expansive knowledge of family dynamics and group facilitations skills.

Most employers look for staff with a master's degree in areas of theory and practice in marriage and family therapy. A doctoral degree prepares students for advances in clinical practice, research and supervision. A post-graduate degree in clinical training programs is required to provide clinical education in marriage and family therapies to trainees in marriage and family therapy.

Salary Expectations

The salary range is between \$30,100 and \$65,000 per year based on education, experience and employer.

Tool 3–3. Careers Ancillary to Mental Health and Substance Abuse Prevention

ADMISSIONS/REGISTRATION PERSONNEL (A/RP)

The Admissions/Registration Department is usually a patient's first stop when entering a substance abuse or mental health hospital or clinic.

Admissions and Registration Personnel (A/RP) affect not only the patients, but also the clinical and hospital staff that serves them. The data collected during the admissions process are vital to the quality of care provided and to the financial status of the hospital or clinic.

Admissions/Registration Personnel arrange for the admission of patients, assign rooms, notify the appropriate hospital department of the patient's admission, prepare and maintain records of admission, transfer and discharge.

A/RP generally have a high school diploma and are usually trained on-the-job. While college training is not necessary, it is desirable for managers to have some knowledge of business administration, personnel practices, psychology, and sociology.

The salary range for this position is between \$25,000 and \$35,000 per year based on experience, geographic location and employer.

CERTIFIED NURSE ASSISTANT (CNA)

Certified Nursing Assistants (CNA) generally help care for individuals confined to hospitals, nursing, or residential care facilities and mental health settings. Certified Nursing Assistants work under the supervision of nursing and medical staff. General duties require personal patient care and clinical support functions. Clinical duties include: taking vital signs, massages, helping patients to become ambulatory and observing signs of medical change.

CNA training is offered by high schools, adult education centers and community colleges. The time frame is usually six to eight weeks in length.

The average salary is \$15,000 per year. Earnings vary by location, institution and experience.

CONSUMER AFFAIRS SPECIALIST (CAS)

Within substance abuse and mental health settings, Consumer Affairs Specialists (CAS) are responsible for providing consumer information and development of education programs ensuring that the consumer is integrated in agency communications and programs related to these fields.

Consumer Affairs Specialists generally work with individuals and external groups in the development and dissemination of substance abuse and mental health information. CASs often use electronic communications and other tools, such as: fact sheets, brochures, policy papers, consumer newsletters, journal articles and other publications, to provide information to consumer audiences involved in substance abuse and mental health treatment. The Consumer Affairs Specialist is also responsible for developing strong linkages with external organizations and for making presentations to professional groups and the general public.

Educational requirements vary; however, a bachelor's degree is generally required with a preference for a master's degree in public health or a related field.

Salary ranges between \$27,000 and \$40,000 per year, based on education, employer and geographic location.

FORENSIC SOCIAL WORKER (FSW)

Forensic Social Workers (FSW) apply social work to questions and issues relating to law and legal systems.

Forensic Social Worker's responsibilities often include: social work practice, which is related to legal issues and litigation, both criminal and civil. FSWs also have expansive knowledge of child custody issues involving separation, divorce, neglect, termination of parental rights, substance abuse and mental health issues, the implication of child and spousal abuse, juvenile and adult services, corrections and mandated treatment.

Forensic Social Workers generally provide mental health consultation, education and training to juvenile justice and correctional systems, lawmakers, enforcement personnel, attorneys, as well as other members of the general public. They provide diagnosis, treatment and recommendations over case loads and oversee policy and program development, mediation, advocacy and arbitration, teaching, training and supervising, behavioral science research and analysis.

Most employers look for a master's degree in social work and a minimum of three years experience in psychology, sociology, or a related field.

The salary range for this career is between \$30,850 and \$49,000 per year based on experience, education and employer.

HEALTH INFORMATION MANAGER (HIM)

Health Information Managers (HIM) are sometimes referred to as Medical Records Administrators, Technicians and Certified Coding Specialists. HTMs plan, develop, organize, manage and direct medical

information facilities for physicians, hospitals and substance abuse and mental health treatment units. HIMs responsibilities are to train and supervise the Medical Record Staff; to develop systems for efficient and confidential recording of medical data; and to compile statistical reports for medical, administrative, legal and research purposes.

HIMs generally need to complete a bachelor's degree in health information management from an accredited program at a college, or university.

HIM earn an average salary of \$31,200 per year.

HEALTH PROMOTION EDUCATOR (HPE)

Health Promotion Educators (HPE) direct all phases of health promotions, including substance abuse and mental health prevention and managing the health publishing markets through planning, developing, implementing and administering annual budgets, along with organizing strategic and marketing plans. HPEs are responsible for providing a broad range of marketing services, such as: market research and analysis, professional writing, outreach activities and other marketing communication tactics for the health industry.

A bachelor's degree in marketing or advertising is required, as well as experience in public relations, journalism, or mass communication.

The salary range for this career is between \$30,100 to \$55,000 per year.

LICENSED PRACTICAL NURSE (LPN)

Licensed Practical Nurses (LPNs), also known as Licensed Vocational Nurses (LVNs), work under the supervision of a Registered Nurse (RN), or Licensed Physician to provide direct patient care. LPNs work in substance abuse and mental health treatment centers, hospitals, clinics and physician's offices. Experienced LPNs may assist with the supervision of Nursing Assistants.

LPNs work activities include clinical skills, such as: taking vital signs, performing simple diagnostic tests, authorized medication administration, patient observation and dressing wounds. Other jobs performed by the LPN are assisting patients with daily living activities, include eating, exercising, personal hygiene and walking.

All states require LPNs to pass a licensing examination after completing a state-approved practical nursing program. Most programs are twelve months in length and require applicants to have a high school diploma or GED. Training for LPNs is available through

vocational/technical schools, adult education centers and community colleges. Programs include both classroom study and supervised clinical practice in patient care.

The salary range for LPNs is between \$23,400 and \$30,000 per year.

MEDICAL ASSISTANT (MA)

Medical Assistants (MA) perform clinical and administrative functions to keep mental health and substance abuse treatment settings running smoothly.

MAs have a wide range of responsibilities particularly in small practices, where general duties are usually performed. In large practices, duties are more specialized. Medical Assistants prepare patients for examination and treatment, give injections, prepare laboratory specimens and perform simple laboratory tests, including electrocardiology. Medical Assistants are also responsible for administrative office duties, such as: greeting patients, making appointments, handling correspondence and insurance claims along with bookkeeping duties.

Medical Assistants may receive training on-the-job, through adult education programs, at two-year and junior colleges, or at four-year undergraduate institutions. Most programs require an internship, or a supervised work period in a practice setting. Education programs range from seven months to two years.

Average salary is \$25,900 per year and may vary by geographical location and previous experience.

MEDICAL FORENSIC PSYCHIATRIST (MFP)

Medical Forensic Psychiatrists (MFP) are physicians, who have clinical experience and academic achievement. MFPs assist institutions, plaintiffs, defendants, attorneys, federal agencies and the courts to evaluate claims ranging from medical and mental health malpractice to disability and sexual harassment.

A bachelor's degree, plus four years of study and expertise in managed care, medicine malpractice, employment litigation, criminal justice and public safety is preferred by most employers and governmental agencies for this career.

The salary range is between \$45,000 and \$70,000 per year based on employer, education and expertise.

OCCUPATIONAL THERAPY (OT)

Occupational Therapists (OT) in substance abuse and mental health carry out rehabilitation plans for individuals or groups. OTs help teach and re-teach skills of daily living to people who have mental disorders, or are too sick to work as a result of substance dependency.

Occupational Therapists can help individuals learn new job skills, take care of equipment used in therapy, order supplies and write reports on the progress of patients.

Most training programs last two years and lead to an associate degree from a community college. Some adult education centers also offer training programs for certified OTs.

The salary range for this career is between \$27,400 and \$35,000.

PHYSICIAN ASSISTANT (PA)

Physician Assistants (PA) work directly under a physician and perform a wide variety of healthcare services. The duties of PAs that work in a substance abuse and mental health setting generally include: taking medical histories, performing physical examinations, ordering laboratory tests and x-rays, making tentative diagnosis, directing treatments and providing patient education.

Employment as a Physician Assistant requires training in an accredited PA program generally offered by two and four year colleges. Most Physician Assistant programs require applicants to have previous health care experience and some college education.

PAs earn between \$49,100 and \$60,000 per year.

PROJECT MANAGER (PM)

Program Managers (PM) are generally involved in program development and implementation of projects around substance abuse and mental health issues within community-based organizations and community health centers. PMs provide oversight for all project tasks and deliverables and interact directly with the funding agency. PMs generally conduct staff supervision, delegation and management of project activities.

As Program Directors, they are generally responsible for providing executive leadership and management at the local level.

A bachelor's or masters degree is generally required in education, social work, public health, or a related field.

Program Managers should have knowledge of prevention issues and of research developments, trends relating to substance abuse and mental health services and relevant social and economic factors.

Salaries may range between \$35,000 and \$130,000 per year depending on expertise and education.

RECREATIONAL THERAPIST (RT)

Recreational Therapists (RT) employ medically approved activities to treat and maintain the physical, mental and emotional well-being of patients. RTs help individuals build confidence, socialize effectively and remedy the effects of illness and disability. In clinical settings, such as hospitals and recreation centers, Recreational Therapists treat and rehabilitate individuals with specific medical problems, usually in cooperation with other health care providers. Recreational Therapists usually advocate leisure to improve general health and well-being.

Recreational Therapists assess patients based on information from medical records, medical staff, family and patients themselves.

A bachelor's degree in therapeutic recreation from an accredited program is the usual requirement for hospital and other clinical positions. An associate's degree in recreational therapy, training in art, drama, music therapy, or qualifying work experience may be sufficient for positions in nursing homes.

The salary range for this career is between \$36,000 and \$45,000 per year depending on employer and geographic location.

SPECIAL EDUCATION TEACHER (SET)

Special Education Teachers (SET) facilitate the success of special education students in academic, interpersonal skills and activities of daily living through implementing approved curriculum. They often work with students on emotional and mental health issues.

Special Education Teachers document teacher and student progress, activity outcomes, address specific needs of students, provide a safe and optimal learning environment, provide feedback to students, give parents information and administration regarding student progress.

A master's degree and certification in social work, child development, or related field, as well as special education is required for this career.

Tool 3–4. Substance Abuse and Mental Health Employment Sectors

The following are the types of institutions where persons seeking a career in substance abuse and mental health treatment and prevention generally work².

Alcoholism Rehabilitation and Treatment Centers—An alcoholism rehabilitation and treatment center is an institution that generally provides 24-hour services for the diagnosis and treatment of alcoholic patients through an organized medical or professional staff. Also, offered are permanent facilities, that include: inpatient beds, medical and nursing services. Among the health professions that work in this setting are Chemical Dependency Counselors, Directors for Substance Abuse Services and Registered Nurses.

COMMUNITY BASED ORGANIZATION—A community-based organization is an organization in the community that usually has a focus on community empowerment. Community-based organizations may address issues that are important for the community that it serves, including: health care, education, substance abuse, youth outlets, homelessness, elderly and welfare. Mental Health Counselors, Group Facilitators, Health Promoters and Policy Analysts are a few of the health professions in community-based organizations.

COMMUNITY MENTAL HEALTH CENTER—Community mental health centers generally provide comprehensive services to the community in the areas of outpatient care, inpatient care, partial hospitalization, emergency care, consultation, education and referrals. The following is a list of professionals in this sector: Social Workers, Directors of Mental Health Services and Marriage and Family Therapists.

HALFWAY HOUSE/RECOVERY HOME — This is a community-based, peer-group oriented residential facility that provides food, shelter and support services for recovering substance abusers who may be re-entering the workplace. These services generally include: vocational, recreational and social services in a supportive non-drug use, non-drinking environment. Among the professionals associated with this facility are: Family Partnership Workers and Clinical Dependency Counselors.

HOSPITAL INPATIENT — Inpatient hospitals provide 24-hour services for the diagnosis and treatment of patients through an organized medical or professional staff and permanently licensed medical/psychiatric staff with facilities that include inpatient beds and medical and nursing services. Patients residing in hospital settings usually receive rehabilitation/residential services primarily for alcoholism, other drugs, and mental health treatment. Among the health professions that work in this sector are medical health services directors, medical laboratory technicians and registered nurses.

COUNSELING HOTLINE—This is a telephone service that provides information, referral and immediate counseling generally in a crisis situation. It usually operates with a local or toll-free number. Professionals within this sector are Adolescent Service Clinicians, Substance Abuse Educators and Mental Health Counselors.

INTENSIVE OUTPATIENT FACILITY —This is a facility that provides clients with outpatient treatment services that last two or more hours per day for three or more days per week. Marriage and Family Therapists, Group Facilitators and Nurse Practitioners are a few examples of the professionals in an intensive outpatient facility.

MENTAL HEALTH CENTER/PsYCHIATRIC HOSPITAL—This type of medical facility offers short-term intensive inpatient treatment and prolonged inpatient treatment to persons suffering from a variety of mental or psychiatric disorders, including alcohol- and drug-related disorders. Directors of Medical Health Services, Adolescent Services Clinicians and Social Workers are among the many professionals within the mental health center/psychiatric hospital sector.

RESIDENTIAL FACILITY—This is a live-in setting for non-medical rehabilitative drug abuse and alcoholism services, available to residents in locations, such as: foster homes, group homes and boarding houses. Chemical Dependency Counselors, Residential Counselors and Educators for Substance Abuse are among the vast professionals that work in a residential facility.

OUTPATIENT FACILITY —This is a facility that provides treatment, recovery and aftercare, or rehabilitation services, to the client in a non-residential treatment setting. The client receives drug abuse or alcoholism treatment services with, or without, medication, including: counseling and supportive services and daycare. Outpatient services are also known as “non-residential services” by professionals in the alcoholism field. Professionals in the outpatient environment include: Substance Abuse Educators, Family Partnership Workers and Occupational Therapists.

REHABILITATION/TREATMENT CENTERS — Rehabilitation facilities offer 24 hour/day medical care service in a hospital facility in conjunction with treatment services for alcohol, drug abuse and dependency (other than detoxification). They also provide short and long-term residency care. Professionals that work in this setting include: Residential Counselors, Substance Abuse Counselors and Registered Nurses among others.

SCHOOLS – These are public or private institutions that provide educational services to youth and adults. Most schools have a School Psychologist that provides mental health services to students. In addition to School Psychologists, other professionals in schools are Special Education Teachers, Health Promoters and Registered Nurses.

SELF-HELP GROUP SERVICES—This is an independent support group or fellowships organized by and for drug abusers, alcoholics and others to help members achieve and maintain abstinence from and/or cope with the effects of drugs and alcohol. Examples are Alcoholics Anonymous, Narcotics Anonymous and Women for Sobriety.

Self help group services include a range of professionals such as: Chemical Dependency Counselors, Program Directors and Group Facilitators.

SUBSTANCE ABUSE AND MENTAL HEALTH RESEARCH

INSTITUTIONS AND ASSOCIATIONS — These institutions conduct research, policy analysis and disseminate information related to substance abuse and mental health. Policy analysts, Psychologists and Research and Evaluation Scientists are among the many professionals in research institutions and associations.

PRIVATE PRACTICE — Private practitioners generally have a formal arrangement with alcohol and/or drug abuse treatment centers. The provider usually offers some form of initial evaluation or diagnosis of its clients and, thereafter, may include a wide range of different services, such as: counseling, job placement, or other rehabilitation services. Psychologists, Psychiatrists and Marriage and Family Therapists are just a few examples of the professionals in this field.

STATE AND FEDERAL GOVERNMENT — One of the important functions of state and federal governments is to direct national and state health programs that improve our nation's health. They also fund research programs on substance abuse and mental health and conduct related policy analysis and information dissemination. Among the professionals in the state and federal government sector are: Director of Medical Health Services, Policy Analysts, Research and Evaluation Scientists.

VETERANS ADMINISTRATION HOSPITAL — A Veterans Administration (VA) hospital is a facility that operates under the auspices of the Department of Veterans Administration. VA hospitals are generally non-specialized, acute care hospitals where the average length of stay for a patient is usually less than 30 days. VA hospitals often hire a host of health professionals, such as: Psychiatric Mental Health Nurses, Psychiatrists and Occupational Therapists.

²This list is adapted from the U.S. Department of Health and Human Services, Public Health Service, Substance Abuse and Mental Health Services Administrations, Office of Applied Studies. *National Drug and Alcoholism Treatment Unit Survey (NDATUS)*, 1991 Findings Report. DHHS Publication NO. (SMA)93-2007, 1993.