

IMPERIAL COUNTY

CLASS TITLE: SUBSTANCE USE DISORDERS COUNSELOR I

BASIC FUNCTION:

Under direction, provides group and individual counseling, education, and assessments for clients within the Department of Behavioral Health Alcohol and Drug Programs; assures maximum client services through liaison with other agencies.

DISTINGUISHING CHARACTERISTICS:

Substance Use Disorders Counselor I is the entry-level of the Substance Use Disorders Counselor series, working under training conditions while learning a wide range of alcohol and drug counseling methods and techniques. The class is distinguished from the next higher class of Substance Use Disorders Counselor II by the latter's responsibility to independently manage a large client caseload.

ESSENTIAL FUNCTIONS:

Interviews clients to determine presence and extent of alcohol and drug problems; diagnoses substance use disorders utilizing the Diagnosis and Statistical Manual of Mental Disorders (DSM) and the Assessment of Treatment Needs.

Completes admission of client by evaluating and determining the cause or nature of mental, emotional, psychological, behavioral, and substance use disorder; identifies client strengths for use in determining treatment needs and medically necessary services.

Develops treatment plans with clients that specifies the goals to be reached, action steps to be taken, and treatment services to be provided to reach goals.

Identifies the need for additional client services at the onset of a crisis to assure support for sustained sobriety or drug independence; arranges for provision of other services.

Prepares progress notes and maintains case documentation charting, including continuing services justifications and discharge plans; completes fair hearing notices.

Monitors client progress and services provided to assure that Treatment Plan objectives are met; conducts aftercare or follow-up sessions with discharged clients.

Develops plans for referral of clients requiring assistance with educational, vocational, legal, medical, mental health, financial, and other needs as identified by assessment.

Conducts evidenced-based individual, group, and collateral counseling sessions with clients and their significant support person(s).

Maintains communication between mental health, county and community agencies.

Prepares reports and correspondence as required.

Attends various professional trainings to keep updated on the latest methodologies, changes to legal mandates that impact program policies and procedures, and to satisfy certification requirements.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Disease concept of addiction.
Principles of substance use and addiction interviewing and counseling.
Co-occurring disorders and treatment techniques for the support and care of the mentally ill.
Addictive prescription medication.
Record-keeping techniques.
Rules and Regulations pertaining to confidentiality of alcohol and drug treatment.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Demonstrate appropriate interpersonal skills using tact, patience and courtesy.
Interview clients, family members and others to determine presence and extent of alcohol and drug problems, social history, and other pertinent information.
Provide counseling services in situations involving behavioral and physiological conditions of alcohol and drug clients.
Develop individual treatment plans; monitor progress toward stated goals.
Communicate effectively both orally and in writing.
Understand and apply program, organization, and government policies and procedures.
Manage time effectively; set priorities; meet critical schedules and timelines and follow-up with assignments.
Establish and maintain cooperative and effective working relationships with others.
Comply with the Code of Conduct.
Analyze situations accurately and adopt an effective course of action.
Work confidentially with discretion.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

An Associate's Degree in Alcohol and Drug Studies, Psychology, Sociology, Social Work, Social Science, or Criminal Justice plus one (1) year of training and/or experience in providing counseling and intervention services in an alcohol or drug recovery program.

Current certification as an Alcohol and Drug Counselor from an accredited organization may substitute for the above experience.

LICENSES AND OTHER REQUIREMENTS:

Current and valid registration as an Alcohol and Drug Counselor from an accredited organization approved by California Department of Alcohol and Drug Programs. A valid Alcohol and Drug Certificate approved by California Department of Alcohol and Drug Programs and maintained by the State of California, Department of Consumer Affairs, Board of Behavioral Sciences or Board of Psychology must be obtained within five (5) years from the date of registration. The registration and certification requirements set forth in this job description are essential requirements of the position.

A physician licensed by the Medical Board of California; or a psychologist licensed by the Board of Psychology; or a clinical social worker or marriage and family therapist licensed by the California Board of Behavioral Sciences, or an intern registered with the California Board of Psychology or the California Board of Behavioral Sciences may substitute for the required Alcohol and Drug Counselor certification.

A valid California Driver's License.

WORKING CONDITIONS:

Driving a vehicle to conduct work.

Flexible schedules that may require evening and weekend work.

Physical abilities required include: hearing and speaking to exchange information; seeing to assess situations and make observations; sitting, standing and speaking for an extended period of time.

Incumbents may be exposed to individuals exhibiting violent or anti-social behavior.