



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

ADDICTIONS COUNSELOR I OR II

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services, Behavioral Health Division
LOCATION: Countywide
SALARY: **Level I:** Range 57 \$3297 \$3465 \$3636 \$3817 \$4006**
Level II: Range 60 \$3541 \$3714 \$3900 \$4099 \$4301**
(Above monthly salaries are paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under the general direction of the Behavioral Health Director and specific supervision of a program manager, depending upon level of position, may provide assessment, counseling, education, relapse prevention, and case management to persons with alcohol or drug addictions and/or with dual diagnoses, and related problems.

ESSENTIAL JOB DUTIES:

Addictions Counselor I - This is the entry-level position. Provides assessment of clients referred by the Courts and Probation for appropriate level of service; monitors clients in collection of urine specimens; develops treatment plans and educational curricula; provides individual and group counseling around chemical dependency and related issues, including co-occurring AOD and mental health issues; coordinates with collaborative partners and coworkers in the delivery of services; manages confidentiality appropriately; participates in staff meetings and trainings; prepares reports, chart notes, and completes data collection forms in a timely, accurate manner; communicates effectively both orally and in writing with the Courts and Probation and/or other collaborative partners; participates as part of the Behavioral Health on-call rotation; performs related duties as assigned.

Addictions Counselor II - In addition to the essential job duties noted above for Addictions Counselor I, also may assist in training and certification sign-off for interns accruing hours to become a certified alcohol/drug counselor.

EMPLOYMENT STANDARDS

Training and Experience:

Addictions Counselor I - Requires a minimum of one year of experience (*one year* defined as a minimum of 1776 total hours of full- or part-time compensated or uncompensated work experience, in accordance with Title

IX) providing alcohol and/or other drug treatment and recovery services, including both counseling and educational services. Certification as a drug and alcohol counselor is preferred, although current intern candidates working on certification will be considered. Interns must be registered with one of the State of California approved certifying agencies and must provide proof of registration at the time of application. To qualify as an Addictions Counselor I, applicant must submit, with their application, proof of completion of an accredited Substance Abuse Counselor education program AND completion of the required practicum hours.

Addictions Counselor II - Certification as a drug and alcohol counselor is required plus a minimum of two years of experience (*one year* defined in accordance with Title IX above) providing alcohol and/or other drug treatment and recovery services, including both counseling and educational services.

Knowledge of: Current best practices in the assessment and treatment of chemical dependency and persons with co-occurring disorders in a system of care and in public sector; laws pertaining to confidentiality and care of persons with addictions.

Ability to: Communicate effectively both orally and in writing with the Courts, Probation, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle. Consistent attendance is an essential function of the position.

Special requirements: Applicants at the Addictions Counselor I level may be hired prior to obtaining certification as a drug and alcohol counselor, but must be registered with one of the State of California approved certifying agencies and must provide proof of registration at the time of application. Addiction Counselor I incumbents must become certified as a drug and alcohol counselor within five years of being registered as an intern, as required by the State of California, and may not advance to the Addictions Counselor II level prior to obtaining certification. Incumbents hired at the Addictions Counselor II level must possess and maintain certification as a drug and alcohol counselor during the term of employment. Addictions Counselors must be available to participate in on-call rotation as needed.

Applicants at all levels of the Addiction Counselor series must: successfully complete a pre-employment background investigation, submit to yearly tuberculosis test, possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment, and possess a valid operator's license issued by the State Department of Motor Vehicles.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.