



## **ADDICTIONS COUNSELOR III**

**DEFINITION:** Under the general direction of the Deputy Director of Behavioral Health 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 Substance Use Disorders (SUD) 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.

**Addictions Counselor III** - This position is expected to perform all the essential job duties noted above for Addictions Counselor I and II. This position functions at the highest level of autonomy in the Addictions Counselor series, and functions in a lead role in the absence of the supervisor.

### **EMPLOYMENT STANDARDS**

#### **Training and Experience:**

Certification as a drug and alcohol counselor is required plus a minimum of three years of experience (*one year* as 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:**

Incumbents hired at the Addictions Counselor II or III level must possess and maintain certification as a drug and alcohol counselor during the term of employment.

Applicants at all levels of the Addiction Counselor series (I, II and III) must: successfully complete a pre-employment background investigation and physical examination, 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.