



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

**ADDICTIONS COUNSELOR I, II, OR III**  
**Application Deadline: October 29, 2021**

**DEPARTMENT:** Health and Human Services, Behavioral Health Division  
**LOCATION:** Countywide  
**SALARY:** **Level I:** Range 59PT \$22.01- \$26.75  
**Level II:** Range 62PT \$23.62 - \$28.72  
**Level III:** Range 66PT \$25.90 - \$31.52  
Up to 19 hours per week – No county benefits

**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.

**Addictions Counselor III** – In addition to the essential job duties noted above for Addictions Counselor I and II, may function in a lead role in the absence of the supervisor.

**EMPLOYMENT STANDARDS**

**Training and Experience:** Must be a high school graduate or equivalent; AND

**Addictions Counselor I** – Path I: Certification as a drug and alcohol counselor (*proof of certification required at time of application*) AND one year of experience (defined as a minimum of 1776 total hours of 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.

OR

Path II: Registered Intern with one of the State of California-approved certifying agencies (*proof of registration required at time of application*) AND three years of experience working in a health and human services agency providing case management or other support services working with clients.

**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. *Must provide proof of certification at time of application.*

**Addictions Counselor III** - Path I: Certification as a drug and alcohol counselor is required plus a minimum of three years 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. Must possess and maintain certification as a drug and alcohol counselor during the term of employment and ***must provide proof of certification at the time of application.***

OR

Path II: Master's Degree in social work, counseling or related field and must be registered with the State of California as an intern to practice psychotherapy while pursuing one of the following psychotherapy licenses, and ***must provide proof of registration at time of application:***

- 1) Marriage, Family, Child Therapist (MFT)
- 2) Licensed Clinical Social Worker (LCSW)
- 3) Licensed Professional Counselor (LPC)
- 4) Licensed Clinical Psychologist

OR

Path III: Must possess a valid California license to practice psychotherapy (LCSW, MFT, LPC or Ph.D.), and ***must provide proof of licensure at time of application.***

**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:** 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 and III levels 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. You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Your position may be required to serve as a Disaster Service Worker during a County emergency.

**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 5:00 p.m. on **October 29, 2021**. 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.