



## **ADDICTIONS COUNSELOR I**

**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:**

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.

### **EMPLOYMENT STANDARDS**

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

Requires a minimum of one year of experience (*one year* defined as a minimum of 1,776 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.

**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.

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.