

CLASS SPECIFICATION



CLASS: Senior Substance Abuse Counselor
ALLOCATION: Probation
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2000
REVISED: March 2019

JOB SUMMARY:

Under general supervision, performs initial assessments, assists in developing counseling/treatment plans and provides counseling/therapy services and group facilitation to individuals or groups with potential and chronic substance abuse problems; depending upon level to which qualified and assigned, performs case work of varying scope and complexity; may supervise, plan, coordinate, review and evaluate the work of subordinate staff; may provide technical assistance and act as the departmental liaison with County departments, law enforcement agencies, the courts, clients, and the public; performs related work as assigned.

This is the advanced level in the substance abuse treatment services series.

CLASS CHARACTERISTICS:

This class is distinguished from the Substance Abuse Counselor I/II series since Senior Substance Abuse Counselors are assigned to the more complex cases, and are expected to demonstrate initiative and leadership in developing and maintaining the treatment and/or substance abuse programs or special projects assigned by the Department.

This position reports directly to the Assistant Chief Probation Officer.

EXAMPLES OF DUTIES:

Essential:

- Interviews, counsels, and assesses individuals from a diverse population with problems related to substance abuse; clients may be potentially suicidal or depressed.
- Performs case studies to assess problems and develops appropriate types and methods of meeting client needs; participates in a multi-disciplinary team to develop appropriate case treatment plans.
- Assists in developing and maintaining effective communications between substance abuse services, service providers, other county departments, and other community agencies.
- Participates in informational and educational activities at agency and community levels.
- Provides information to staff responsible for patient diagnosis, treatment and counseling.
- Conducts support groups for individuals prior to entry into treatment.
- Conducts individual and group life skill and educational sessions around addiction and healthy and recovery-oriented life issues.
- Facilitates and follows participation in Welfare to Work for optimum outcome.
- Obtains or fabricates materials for use in treatment programs.
- Investigates routine to complex situations and provides individual or group counseling for both use of and availability of community services
- Interprets and explains program rules and responsibilities to clients; ensures that program regulations are met.
- Maintains accurate records and files; gathers and prepares statistical data.
- Monitors developments in the social services field, including proposed legislation and court decisions, evaluates their impact upon County operations and recommends appropriate action or policy and procedure modification.
- May plan, organize, administer, review and evaluate the work of subordinate staff as directed.
- May oversee or provide for the selection, training, professional development and discipline of subordinate staff.
- May oversee all subordinate staff, programs, and activities in the Substance Abuse Program.

- May coordinate functions and activities within the assigned area, ensures that documents submitted are thorough and accurate.
- Researches and develops program alternatives as requested; ensures that programs are meeting the departmental mission.
- Ensures that the facility is maintained in a safe and orderly condition.
- May act as the departmental liaison with other departments, community organizations, law enforcement agencies, health services agencies, funding sources, schools, business organizations, clients and the public.
- Maintains or directs the maintenance of accurate records and files; ensures the security of confidential records.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Prepares a variety of correspondence, reports, policies, and procedures.
- Makes home or agency visits in connection with casework assignments.
- Uses standard office equipment, including a computer, in the course of the work; may drive a County or personal motor vehicle to attend meetings, or interview individuals and visit case sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- The goals and objectives of substance abuse treatment, recovery and case management.
- Behavioral problems, characteristics of mental and emotional disturbances and symptoms of substance abuse and/or dependency.
- The goals and objectives of public social services.
- Basic principles and practices of individual and group counseling.
- Techniques for conducting educational sessions on chemical dependency.
- Basic principles and methods of crisis counseling.
- Basic principles and practices of psychology.
- Community resources providing social services, health services, nutrition, housing and other necessary client services.
- Applicable laws, rules and regulations for treatment and patients' rights.
- Case management and analytical techniques.
- Techniques for dealing with a variety of individuals, in person and over the telephone.
- Principles and practices of employee supervision, including selection, work planning, organization, training, performance review and evaluation.
- Principles and practices of legal and social service research and investigation.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.

Skill in:

- Working with clients who may be confused, emotionally disturbed, irate, or abusing alcohol or drugs.
- Understanding factors important to behavior patterns.
- Assisting with the design, development, and facilitation of a variety of treatment or special substance abuse project activities.
- Preparing clear, concise and accurate correspondence, reports and other documents and written materials.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds where conditions may be confrontational or strained.
- Providing for the training and professional development of subordinate staff.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence, and other written materials.

- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally in difficult situations.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Establish and maintain effective interpersonal relations with clients, general public, co-workers, other County employees and representatives from various agencies.
- Respond calmly and effectively and take appropriate action in emergency or crisis situations.
- Combine pieces of information to form general rules or conclusions.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile and antisocial behavior.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and visit various homes and work sites.
- Strength to lift/carry materials weighing up to 40 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment
- Attend meetings outside of normal working hours.
- Work may involve stressful situations and include dealing with erratic behavior.
- Work on-call and respond to emergency situations during weekends, holidays and other off-hours shifts.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.

- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Tuberculosis (TB) testing conducted no more than 60 calendar days prior to hire or seven (7) calendar days after employment and renewed annually.

Education and Experience:

MINIMUM: Bachelor's Degree with major course work in substance abuse, social services, behavioral sciences or a field related to the work and three years' experience as a substance abuse counselor.

PREFERRED: In addition to the minimum *requirements*, Master's Degree in related field and three years' experience as a substance abuse counselor.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: B
WC: 8810

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____