

CLASS SPECIFICATION



CLASS: Substance Abuse Counselor I/II
ALLOCATION: Countywide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 2001
REVISED: March 2019

JOB SUMMARY:

Perform initial assessments, assist 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, perform case work of varying scope and complexity and may provide program leadership and consultative services at the higher level; and perform related work as assigned. This class is flexibly staffed with the Substance Abuse Counselor II and incumbents may advance to the higher level after demonstrating proficiency which meet the requirements for the higher level class and gaining the required certification as an Alcohol and Drug Counselor pursuant to 9 CCR § 13000 et al.

Substance Abuse Counselor I: Initially under close supervision, an incumbent begins in a learning capacity, performing case management and service provision. As experience is gained, the degree and scope of independent counseling and provisions of direct client series, monitoring and evaluation will increase and incumbents will have additional latitude in the development and implementation of client treatment plans as well as the additional responsibility for the preparation of written assessments on client behavior. This is the entry-level classification in the substance abuse treatment services series.

Substance Abuse Counselor II: Under general supervision, an incumbent is fully competent to independently perform case work of varying scope and complexity, counseling/therapy services, direct client services, develop and implement client treatment plans, prepare written assessments on client behavior, and may provide program leadership and consultative services. This is the journey level in the substance abuse treatment services series.

CLASS CHARACTERISTICS:

Depending on the department assigned, this position reports directly to a supervisory or management classification. This class is distinguished from the Intervention Counselor series in that the latter provides client services to victim/witness of crimes, at-risk juveniles, and adult/juvenile offenders.

EXAMPLES OF DUTIES:

Essential:

- Interview, counsel, and assess individuals from a diverse population with problems related to substance abuse; clients may be potentially suicidal or depressed.
- Perform case studies to assess problems and develop appropriate types and methods of meeting client needs; participate in a multi-disciplinary team to develop appropriate case treatment plans.
- Assist in developing and maintaining effective communications between substance abuse services, service providers, other county departments, and other community agencies.
- Participant in informational and educational activities at agency and community levels.
- Provide information to staff responsible for patient diagnosis, treatment and counseling.
- Conduct support groups for individuals prior to entry into treatment.
- Organize and direct special substance abuse projects with the advice of medical and professional staff.
- Conduct individual and group life skill and educational sessions around addiction and healthy and recovery-oriented life issues.
- Facilitate provision of appropriate child care and other services to enable participation in full range of client recovery-oriented and activities.
- Facilitate treatment programs for people under the County's supervision for optimum outcome.
- Obtain or fabricate materials for use in treatment programs.

- Investigate routine to complex situations and provides individual or group counseling for both use of and availability of community services; if appropriately licensed and experienced, counsels clients regarding interpersonal relationships involving parents and children and marital and family difficulties.
- Interpret and explain program rules and responsibilities to clients; ensures that program regulations are met.
- Investigate and prepare reports and recommendations regarding assigned cases and their disposition.
- Maintain accurate records and files; gather and prepare statistical data.
- Monitor developments in the social services field, including proposed legislation and court decisions, evaluate their impact upon County operations and recommends appropriate action or policy and procedure modification.

Important:

- May direct the work of staff on a project or day-to-day basis.
- 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 are symptoms of substance abuse and /or dependency.
- Interviewing and counseling techniques.
- 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.

Skill in:

- Working with clients who may be confused, emotionally disturbed, irate, or abusing alcohol or drugs.
- Understanding factors important to behavior patterns.
- Designing, developing, and facilitating 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.

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 representative 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 or 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 in 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:

- 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; maintain throughout employment.
- Possess or obtain first aid and CPR certifications.

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.
- Special Requirement: Must register for certification as an Alcohol & Drug Counselor within six (6) months of hire and receive Certification within five (5) years of assignment pursuant to 9 CCR § 13000 et al.
- 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:

SUBSTANCE ABUSE COUNSELOR I:

MINIMUM: Two (2) years of experience as a Substance Abuse Counselor; **OR:** Associate's degree with major course work in substance abuse, social services, behavioral sciences, chemical dependency or a field related to the work and one (1) year of experience. Must register for certification as an Alcohol & Drug Counselor within six (6) months of hire.

SUBSTANCE ABUSE COUNSELOR II:

MINIMUM: Three (3) years of experience as a Substance Abuse Counselor, at least one (1) of which is at the level of the county's class of Substance Abuse Counselor I; **OR:** Associate's degree with major course work in substance abuse, social services, behavioral sciences, chemical dependency or a field related to the work and two (2) years of experience as a Substance Abuse Counselor, at least one (1) of which is at the level of the County's class of Substance Abuse Counselor I. Must possess and maintain certification as an Alcohol & Drug Counselor, pursuant to 9 CCR § 13000 etal.

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.

County Approval:
Date:

EEOC: C
WC: 8810

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____