

SUBSTANCE USE DISORDER COUNSELOR I/IIDEFINITION

Under general supervision provides assessments, treatment planning, and counseling for clients acute and chronic problems related to substance use; works as a member of a multi-disciplinary team to provide optimal client assessment and treatment options; provides education, consultation services, and training for other staff, community agencies, and the public; specializes in performing actions designed to prevent alcohol and drug abuse in the County; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Health and Human Services Agency Substance Use Disorder Counselor I: This is the entry level class in the Substance Use Disorder Counselor series. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Substance Use Disorder Counselor II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Health and Human Services Agency Substance Use Disorder Counselor II: This is the journey-level class in the Substance Use Disorder Counselor series responsible for performing the full range of duties required of the classification. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Substance Use Disorder Counselor I), or direction (Substance Use Disorder Counselor II) from assigned supervisory or management staff. Exercises no direct supervision of staff.

TYPICAL DUTIES

Typical functions may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Conducts initial screenings and assessments of potential clients by phone, in person or video platform; gathers and assesses relevant background information; evaluates the severity of client problems and determines the appropriate level of care; formulates treatment and discharge plans designed to aid in social adjustment.

Facilitates and completes required housing and residential referrals and is responsible for appropriate linkage to necessary levels of care not provided by the department.

Provides individual and group, counseling, crisis intervention, collateral services, case management services, and other services as identified in the treatment plan with a focus on rehabilitating substance use disorders; monitors treatment and evaluates progress; advocates for clients with outside agencies.

Develops and utilizes curriculum and facilitates educational sessions for groups and the community relating to substance use and early intervention including schools and other agencies.

May participate in community groups and stimulates community interest in identifying and eliminating conditions which contribute to substance use problems.

Conducts outreach and engagement in the community to pre-consumers, community members, or other identified stakeholders to assist with individuals accessing substance use disorder services.

Keeps current on prevention literature, statistical information, legislative activities and community resources and activities relevant to substance use disorder services and clients.

Attends training sessions, workshops, and meetings to enhance job knowledge and skills and maintain required certifications.

May be asked to make determination of crisis situation and authorizes 72 hour holds for placements as needed.

Remains on call evenings and weekends for crisis or emergency situations as needed, per state or federal requirements.

Adheres to the standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended; the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Public Law 104-191); 42 CFR Part 2 Confidentiality and Privacy for Substance Use Disorder Treatment; maintains and enforces all aspects of confidentiality of client information.

Serves on various committees, task forces, as appropriate and/or assigned.

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Psychological, physiological, sociological and behavioral aspects indicative of substance use disorders.

Substance abuse life cycle symptoms and behaviors.

California mental health system and county system, current psychiatric theories/evidence based practices, Glenn County policies and procedures, laws and regulations (5150 welfare institution codes), ethical standards (California Consortium of Addiction Providers and Professionals, California Association of DUI Treatment Programs, California Association of Drug and Alcohol Educators, Glenn County Behavioral Health Mission).

Recognized methods of treatment in dealing with individuals with behavioral, emotional, alcohol and/or drug related problems.

Evidence Based Programs, curriculum, or psychoeducational materials related to the treatment of substance use disorders.

Medications associated with medical alcohol and drug treatment and their effects.

American Society of Addiction Medicine (ASAM) level of care placement criteria

Alcohol and drug diagnoses and admission criteria for persons served in a specific program. Principles and practices of crisis intervention, group and individual therapy, and case management.

Methods and techniques of interviewing clients to assess and evaluate service needs.

Methods and techniques of observing and accurately describing/documenting client behaviors.

Community demographics including socioeconomic and cultural factors.

Community resources available which assist clients in recovery including housing, employment, education, medical and behavioral health sources.

Principles and practices of case documentation and maintenance of complex and comprehensive records.

Applicable state and federal laws governing substance abuse, and drug and alcohol programs including the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2

Principles and practices of complex record keeping and charting.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

Assess and evaluate client's program eligibility and treatment option needs.

Conduct effective individual and group counseling.

Recognize potential crisis situations and intervene accordingly.

Work effectively with staff in carrying out the work of the team.

Maintain client confidentiality.

Work independently in the establishment of individual/group treatment interventions.

Assess situations involving clients and respond in a timely and effective manner utilizing a variety of appropriate techniques.

Carry out a variety of treatment or special project activities under the direction of senior or clinical staff.

Prepare thorough documentation and maintain accurate, systematic records.

Prepare clear, concise and accurate technical and administrative reports.

Develop educational and information materials for community meetings and workshops.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Substance Use Disorder Counselor I: Experience in social or behavioral services or related field desired. Education in behavioral science with counseling or addiction focus is desirable; and some experience providing substance abuse counseling.

Substance Use Disorder Counselor II: Experience or education in behavioral science, social work,

sociology, psychology, or a related field; and One (1) years of substance abuse counseling or related experience at a level equivalent to the County's Substance Use Disorder Counselor I.

Certifications and Licenses:

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

Possess and maintain registration or certification equivalent to Certified Alcohol Drug Counselor certification from a California Department of Health Care Services approved certification program.

Bi-Lingual services highly desired.

PHYSICAL DEMANDS / WORKING CONDITIONS

Mobility to work in out-patient, clinics, jails or juvenile facilities and standard office settings; use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; standing in and walking between work areas is frequently required; frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Vision to observe client behavior, and to read printed materials and a computer screen.

Hearing and speech to communicate in person and over the telephone.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, hand-held radio, or calculator and to operate standard office equipment. Employees typically work in an office, out-patient, clinic, jail, or juvenile facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

In the event of a natural disaster, work may need to be conducted at, or close to a hazardous area, and exposure to unknown environmental conditions may occur.

Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures.

Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention.

Incumbents may be exposed to blood and body fluids in performing their assigned duties.

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employees may work irregular hours including evenings, weekends and holidays.

EQUIPMENT AND TOOLS UTILIZED

Equipment utilized includes personal computer, fax machine, standard office equipment.