



Class Code: 04-2050
FLSA: Non-Exempt
EEO: 03
Bargaining Unit: 04
Revised: 10/2020

SUBSTANCE ABUSE COUNSELOR, SENIOR

DEFINITION

Under direction, provides lead direction, work coordination, and training of Substance Abuse Counselors'; provides assessments, treatment planning, and counseling for substance abuse program clients; provides education, consultation services, and training for other staff, community agencies, and the public; performs prevention activities designed to prevent alcohol and drug abuse in the county; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced working, lead worker level in the Substance Abuse Counselor class series. Incumbents provide lead direction and work coordination for other staff, as well as perform a variety of the most difficult and complex substance abuse counseling, prevention, education, and consulting work. Incumbents are required to develop case service plans, identify appropriate treatment methods, and use a variety of counseling techniques. Incumbents may be assigned administrative responsibility for special programs such as the court mandated DUI.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from department supervisor or management staff, depending on areas of work assignments. May serve as a lead to professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Provides lead direction and work coordination and training, as assigned.
- Meets with individuals, families, and groups in a variety of settings to develop client centered service plans and to determine appropriateness for program service.
- Conducts assessments of clients with substance abuse problems and determines an appropriate course of action.
- Develops treatment plans for clients and performs crisis intervention.
- Provides outpatient counseling on an individual and group basis.
- Assists clients in understanding their problems and developing plans to resolve them.
- Advises clients on available community resources and serves as a liaison with organizations and service agencies.
- Makes referrals and other arrangements for client treatment and service, as necessary.
- Prepares and presents progress reports on assigned cases.
- Cooperates with professionals from other disciplines in the development of a team and collaborative diagnoses and counseling programs.
- Develops recommendations to mitigate client problems and follows-up with clients and their families to assess progress.
- Maintains records and prepares reports for state and local agencies.
- Assists with prevention activities and community substance abuse prevention programs for targeted groups, such as children or young adults.

- May work with clients' families to secure their cooperation in programs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Psychological and social aspects and characteristics of substance abuse.
- Drugs and drug abuse patterns, alcoholism, and the physiological effects of drug abuse and alcoholism.
- Methods and techniques for conducting assessments of an individual's substance abuse problems.
- Approved principles and practices of psychological counseling and group therapy.
- Available community resources for substance abuse services.
- Requirements and needs of persons with serious substance abuse problems.
- State and local laws, policies and procedures governing the administration of alcohol and drug prevention, and treatment programs, especially those pertaining to an individual's legal rights.
- Principles of lead direction, work coordination, and training.

Ability to:

- Provide lead direction, work coordination, and training, as assigned.
- Assess substance abuse problems and develop services to meet client problems, working, and consulting with clients and other professional staff.
- Conduct effective individual and group counseling related to substance abuse problems and recovery.
- Recognize a potential crisis and deliver crisis intervention services.
- Handle stress and unstable client behavior.
- Communicate effectively with people from diverse ethnic and socioeconomic backgrounds.
- Explain complex and technical terminology and concepts in an understandable and non-threatening manner.
- Establish and maintain a variety of personal and administrative records, clinical documentation, and related materials.
- Effectively represent alcohol and other drug services and the behavioral health department in contacts with clients, the public, community organizations, other county staff, and other government organizations.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certifications:

Possession of, or ability to obtain, a valid California Driver's license.

Current certification as an AOD Counselor from the State of California approved certifying organization.

OR

Possession of registration to obtain certification as an AOD Counselor by the State of California approved certifying organization and the completion of the certification as an AOD counselor within five (5) years from the date of registration.

OR

Possession of a valid California license as a physician, psychologist, clinical social worker, marriage and family therapist, or registration as an intern with the California Board of Psychology or the California Board of Behavioral Sciences.

Education and Experience:

Two (2) years of experience working in substance abuse counseling and related social services in a public or certified private welfare or health agency equivalent to a Substance Abuse Counselor II with the County of Lake.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.