

BEHAVIORAL HEALTH SUBSTANCE USE DISORDER COUNSELOR I

DEFINITION

Under the supervision of a licensed clinical supervisor, provides substance use and alcohol counseling, case management services, and support to groups and individuals who abuse various substances. Develops and implements education and prevention programming.

DISTINGUISHING CHARACTERISTICS

This position is an entry-level position in the Substance Use Disorder Counselor class series. It differs from the Substance Use Disorder Counselor II in the level of training and experience that is required. Employees in this class receive training and are given detailed instruction in the performance of routine tasks and perform tasks that are more structured and repetitive than those assigned at the II level. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Most incumbents are expected to promote to the journey level within one to three years of successful performance; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated to the I level.

REPORTS TO

Substance Use Disorder Administrator, Clinician/Supervisor, or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Conducts initial screenings of potential clients; gathers and assesses relevant background information. Evaluates the severity of client problems and determines the appropriate level of care; formulates treatment and discharge plans.
- Participates in treatment teams, staffing, and professional meetings to discuss client treatment and progress.
- Provides substance use and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders.
- Makes home visits as appropriate, serves clients while in jail and upon their release.
- Conducts group sessions dealing with drug/alcohol education and communication, life skills, relapse prevention, coping and relaxation skills.
- Supports admission procedures for residential programs and discharge.
- Provides information and referrals for appropriate services provided through other Health and Human Service Agency departments and other community agencies as needed.
- Provides and participates in alternative activities and recreational programs for clients.
- Observes and records client behavior; maintains complete case files, ensuring the accurate completion of various required documents, records, and reports within 72 hours of the provision of services 91% of the time.
- Reports documented or suspected abuse and neglect as mandated by law.
- Provides follow-up and after-care services.
- Provides community outreach and education assignments. sessions to schools, various agencies, and community groups.
- Provides case management services.
- Attends training sessions, workshops, and meetings to enhance job knowledge and skills.
- Operates computer and effectively utilizes an Electronic Health Records system.
- Participates in multidisciplinary team meetings with valid written consent from clients to review client caseload, treatment outcomes and recommendations.
- May provide support to ancillary staff.
- Understands State and federal law requiring privacy, confidentiality and security of client records and information.
- Provides crisis interventions services as a part of normal job duties.
- May participate in after hours on-call rotation.
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Compliance with all relevant laws and regulations regarding confidentiality, including CFR 42.
- Performs related work as required.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office setting, off-site, or client home, continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Computer
Motor Vehicle

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, techniques, and trends in addiction recovery.
- Laws and regulations of the Federal, State, and local governments regarding alcohol/drug use disorders and treatment.
- Theories, causes and interventions of drug and alcohol dependence.
- Techniques and methods used in drug/alcohol abuse counseling, treatment, education, and prevention.
- Theories of normal and abnormal psychology.
- Casework and interviewing techniques.
- Available community resources.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.
- Culturally and linguistically appropriate services and how they influence agency practices.
- Leadership concepts and principles.
- Maintain ethical standards.

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Ability to:

- Analyze drug/alcohol abuse-related emotional/behavior disorders and carry out effective treatment plans.
- Perform individual and group counseling.
- Evaluate the effectiveness of drug/alcohol abuse programs.
- Develop and implement effective drug/alcohol education and prevention programs.
- Use independent judgment and discretion in implementing various programs.
- Maintain significant flexibility in daily operations and decision making.
- Read and interpret complex materials pertaining to the responsibilities of the job.
- Assemble and analyze information and prepare written reports and records in a clear, concise manner.
- Work independently and as a team member.
- Use English effectively to communicate in person, over the telephone and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- React calmly and professionally in emergency, emotional and/or stressful situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

TRAINING AND EXPERIENCE:

Training:

Equivalent to enrollment in and pursuing completion of a drug and alcohol addiction studies program.

Obtain yearly minimum Continuing Education Units (CEUs) as required by the certifying bodies.

Experience:

One (1) year of clinical experience is preferred.

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Licensing or Certifications:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

Requires registration to obtain a State of California certification as an SUD Counselor within six months of date of hire.

Requires possession of a valid State of California registration/certification as an SUD Counselor within five years of the date of registration. Failure to obtain certification as outlined or in maintaining good standing with the certifying body may result in the incumbent becoming disqualified for further employment as an SUD Counselor I.

Special Requirements:

Must possess, or be willing to obtain, national provider identifier (NPI).

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.