



ALCOHOL DRUG COUNSELOR II

CHARACTERISTICS OF WORK:

This is responsible, para-professional work in the implementation of delegated treatment modalities in a structured program, under the supervision of a professional person. Incumbent participates in decisions regarding treatment for chemically dependent individuals and families and carries out special tasks within a total treatment plan for these persons. Work involves the process of maintaining and recording assessments of individuals receiving treatment. Also involved is communication with services outside of the employing agency. The incumbent may supervise other counselors with less experience, as delegated. Supervision is received from the Program Director.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Three (3) years of experience in work directly related to a treatment program.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), directly related education, and directly related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms . The incumbent is occasionally required to stand and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Alcohol/Drug Counseling: Identifies and counsels individuals with substance abuse problems.

Instructs substance abusers in alcohol and drug abuse prevention to motivate behavioral modification using therapeutic counseling techniques, audiovisual materials, and pamphlets. Counsels patients assigned to the treatment center in group or individual sessions to modify addictive tendencies using therapeutic techniques and approaches.

Treatment Planning: Plans, coordinates, and administers a comprehensive program to treat individuals with substance abuse problems.

Records long and short term goals, treatment methodology, and progress toward problem resolution in an individualized treatment plan to ensure continuity in substance abuse care. Maintains records and reports documenting all information regarding individual and treatment plan. Serves on a team with doctors, nurses, and other staff to formulate a plan for assessment, treatment, and evaluation of the patients.

Communication: Shares information in writing or verbally.

Presents oral and written information both internally and externally using correct punctuation, grammar, and content. Communicates clearly. Demonstrates an awareness of cultural diversity while communicating with individuals.

Education: Provides drug and alcohol education through classroom instruction.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides group and individual counseling services, with special emphasis on alcohol and drug education.
2. Participates on treatment teams, maintaining regular communication with other treatment team members.
3. Performs case management and quality assurance duties involving the treatment of patients and the maintenance of associated records and documentation.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists the Program Director in providing individual and group counseling for patients of the Alcohol/Drug Detoxification/Stabilization program.

Serves on a team with doctors, nurses, and other staff to formulate a plan for the assessment, treatment, and evaluation of the patient.

Assists in the supervision of all intake procedures for patients entering the Alcohol/Drug Detoxification and Stabilization Program.

Is responsible to the Program Director for the referral of the patient to other agencies in the patient's respective communities.

Maintains records and documentation of patient activities.

Completes admission and discharge information for patients.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.