DRUG AND ALCOHOL COUNSELOR
Problem Solving Court - Trial Court Administration

HIRING WAGE: $18.73/hr
STATUS: Full time with benefits
CLOSING DATE: Open until filled
APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Provides drug and alcohol screenings and assessments; education, counseling and therapy sessions; and creates and implements treatment plans.

DISTINGUISHING FEATURES OF THE CLASS
The Drug and Alcohol Counselor performs assignments that are made in broad terms; the methods and techniques used are those generally recognized as appropriate within the profession for substance abuse treatment services. Complex or unusual situations are discussed with the supervisor before proceeding. Incumbent independently obtains and evaluates information necessary to perform their own duties and reach their own decisions; however, the decisions are reviewed regularly with the supervisor for conformance with policy and procedure.

ESSENTIAL FUNCTIONS
- Conducts evaluations and screenings;
- Develops appropriate treatment plans and keeps on-going records of treatment;
- Conducts education, counseling and therapy sessions;
- Ensures each participant is compliant with treatment protocols, plans and expectations;
- Prepares participant for discharge by completing necessary paperwork, recommending resources and developing a discharge plan;
- Ensures files meet standards;
- Assists with billing and scheduling;
- Assists in developing programs, policies and procedures as requested.

ADDITIONAL FUNCTIONS
- Attends regular staff meeting;
- Performs related functions as required.

JOB REQUIREMENTS
- Meets criteria as a Qualified Substance Use Disorders Professional consistent with IDAPA 16.218;
- Skill in working with resistant and manipulative treatment populations;
- Ability to maintain confidentiality and protect clients’ rights;
- Knowledge of the treatment of chemical dependency; modern treatment services and programs; and literature on current substance abuse treatment studies;
- Ability to conduct evaluations with verified evaluation tools;
- Ability to plan, organize and accomplish work assignments;
- Ability to facilitate therapy groups and individual counseling sessions;
- Ability to communicate effectively verbally and in writing;
- Knowledge of individual and group behavior;
- Ability to develop and maintain effective working relationships.

**Qualified Substance Use Disorders Professional Trainee**

- Candidates considered a Qualified Substance Use Disorders Professional Trainee in accordance with IDAPA 16.223 may be considered. Such candidates will be considered as Drug and Alcohol Counselor Trainee candidates and the incumbent will be closely overseen by an on-duty Qualified Substance Use Disorders Professional at all times. The incumbent receives supervision plan and maintains documentation of the supervision plan. Essential functions will be adjusted to ensure workload matches certification.

**OTHER REQUIREMENTS**

- This position will require employees to work flexible hours including mornings, evenings and weekends;
- The incumbent is subject to a background check;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed primarily in an office environment and classroom setting; the employee in this class is subject to inside environmental conditions;
- Position frequently requires a combination of sitting and standing to accomplish tasks and the ability to lift up to 15lbs;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment and in a classroom setting to accomplish tasks.

**DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed “key positions” in accordance with Title 65, Chapter 5 of Idaho Code.

**NOTE**

*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*If you need reasonable accommodation to participate in and/or complete the county’s application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*