



ADA COUNTY HUMAN RESOURCES

DRUG AND ALCOHOL COUNSELOR

Problem Solving Court - Trial Court Administration

HIRING WAGE: \$18.78/hr

STATUS: Full time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

The Ada County Drug Court Program is a court-supervised, comprehensive diversion program designed to emphasize treatment and rehabilitation instead of incarceration. The Drug and Alcohol Counselor conducts screenings and assessments; education, counseling and therapy sessions; and creates and implements treatment plans.

DISTINGUISHING FEATURES OF THE CLASS

The Drug and Alcohol Counselor I 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 Drug and Alcohol Counselor II or Clinical 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 Drug and Alcohol Counselor II or Clinical Supervisor for conformance with policy and procedure.

ESSENTIAL FUNCTIONS

- Serve as a case manager;
- 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 documentation is timely and meets quality standards;
- Prepares progress reports documenting participant program compliance to be reviewed by District Drug Court Judge;
- Identifies local resources for participants to assist with obtaining education and skills assessments and referrals for vocational training, education, and/or job placement services;
- Assists with record keeping, 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

- Meet IDAPA 16.07.17 Qualified Substance Disorder Professional credentials and/or hold an

Idaho Student of Addition Studies license, or Alcohol and Drug Counselor (CADC) certification;

- Bachelor's degree from an accredited university in psychology, social science, criminal justice, or sociology or related field preferred;
- Candidates considered a Qualified Substance Use Disorders Professional Trainee in accordance with IDAPA 16.07.17.210 may be considered but incumbent must have a Bachelor's degree from an accredited university;
- Will be closely overseen by a Drug and Alcohol Counselor II or Clinical Supervisor at all times;
- The incumbent will receive a supervision plan and is responsible for maintaining the documentation of the plan;
- Essential functions will be adjusted to ensure workload matches certification;
- Computer proficiency for data entry, electronic mail, composing reports and letters, and storing and retrieving documents;
- Knowledge of best practice treatment of chemical dependency, modern treatment services, and cognitive-behavioral programs;
- Knowledge of performing client assessments and case management;
- Knowledge of developing and implementing treatment plans and monitoring client behaviors;
- Skill in working with resistant and manipulative treatment populations;
- Skill in concise documentation and organization of facts and present findings, conclusions and recommendations in a clear, concise, logical manner;
- Ability to maintain confidentiality and protect clients' rights;
- 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;
- Ability to develop and maintain effective working relationships.

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)*