

# SKAMANIA COUNTY

## JOB DESCRIPTION

**TITLE:** SUBSTANCE ABUSE COUNSELOR I  
COMMUNITY HEALTH

**FLSA STATUS:** Non-Exempt  
**Approved:** 10/97  
**Revised:** 1/10  
**Reclassified:** 9/03, 1/08  
**Range:** 18

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### SUMMARY

Provides assessment, diagnosis, treatment, counseling, and case management for clients with alcohol and drug problems according to the American Society of Addiction Medicine guidelines. Case management includes the coordination of on-going follow-up care services which includes therapy, group and individual counseling, and monitoring progress in treatment for courts, Probation Departments, judges, attorneys, Department of Licensing, Child Protective Services, or other referral agencies. Duties are performed under the directions of the Community Health Director. Arranges inpatient treatment for clients throughout the State of Washington including dual diagnosis (mental health and substance abuse facilities).

### ESSENTIAL FUNCTIONS

Assesses and evaluates the substance abuse of assigned clients and develops individualized treatment plans. Conducts alcohol/drug assessments pursuant to Washington Administrative Code.

Performs case management, which includes documenting relevant clinical information including treatment plans, treatment reviews, progress notes, and discharge summaries. In addition, case management involves completion of forms for the State, Courts, Probation Officer's, etc.

Provides substance abuse treatment and counseling services to assigned clients and groups.

Motivates clients to focus on problematic behaviors and reduces denial about substance abuse issues.

Qualifies and maintains clients for Washington State Alcohol and Drug Addiction Treatment and Support Act (ADATSA) eligibility.

Maintains records for clinical and billing purposes as required by Washington State, County policies and procedures and audit requirements.

Monitors and reports for non-compliance with treatment plans, including account status.

Develops discharge/aftercare plans and makes appropriate referrals for follow-up care.

Apprises other treatment team members of specific treatment plans and intervention strategies so that therapeutic consistency can be maintained.

Attends staff meetings.

**PERIPHERAL FUNCTIONS**

Responds to citizen requests for information and referral on alcohol and drug issues.

Provides community education.

Provides crisis intervention services, information, and referrals to clients and their family.

Testifies in court as required.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern theories, principles, and practices of the evaluation and treatment of persons exhibiting substance abuse or dependence with concurrent behavioral difficulties.

Knowledge of the latest research developments in substance abuse and effective treatment policies.

Knowledge of the community and level of alcohol/drug involvement.

Knowledge of departmental functions, policies and procedures.

Ability to proficiently use of standard office equipment including computers, copiers, fax machines as well as current computer software including Excel and Word.

Skill in counseling and crisis intervention.

Skill in maintaining a safe therapy group.

Skill in educating in the area of Alcohol/Drug addiction.

Ability to accurately diagnose difficulties and to prepare and implement effective treatment plans.

Ability to coordinate ADATSA Treatment referral with DSHS system, SSPS, and TARGET systems.

Ability to coordinate the monitoring of DUI and Court requirements.

Ability to work independently and follow through with assignments.

Skill in organization and time management.

Ability to maintain and protect the confidentiality of clients.

Ability to recognize and respond to dangerous and emergency situations.

Ability to communicate clearly and concisely both orally and in writing.

Ability to work with the public and clients in a courteous and competent manner.

Ability to maintain continuing liaison and professional working relationships with County employees, Community Health staff, fellow professionals, public agencies, and the general public.

### **EDUCATION AND EXPERIENCE**

Meet all state requirements for course work and supervised experience for certification as a Substance Abuse Professional. Associates degree in addiction studies or equivalent.

Successful completion of a minimum of twenty (20) hours of continuing education on an annual basis.

### **WORKING CONDITIONS**

Work is performed primarily in an office environment. Due to the nature of the work, potential hazards exist when dealing with clients.

### **PHYSICAL REQUIREMENTS**

The duties of the above position require sitting, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

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The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

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