

MONO COUNTY
BARGAINING UNIT: MCPE
SALARY RANGE: 62

Date Revised 3/9/20
FLSA: Non-Exempt

Substance Use Disorders Counselor III

Definition:

Under general supervision, to perform a variety of counseling services for individuals with substance use disorders (SUD) and their family members. Incumbents will be responsible for keeping medical records of their client contacts as well as for the maintenance of daily time sheets. Other duties related to the provision of counseling services, including evaluation of substance use disorders and development of treatment plans, may also be required.

Distinguishing Characteristics:

This is the advanced journey level position for the SUD Counselor class series. Incumbents perform a variety of specialized counseling services, requiring substantial knowledge of individual and group counseling dynamics. This class is distinguished from SUD Counselor I in that many of the counseling tasks performed by Is are performed in a learning capacity, while greater facility with clinical skills are developing. This class is distinguished from SUD Counselor II in that the Counselor has demonstrated increasing clinical counseling skill and greater responsibility related to administrative tasks. Additionally, IIs and IIIs must hold a certificate as a SUD counselor from an agency recognized in California to provide this certification.

Reports To:

SUD Supervisor, Director of Clinical Services

Classifications Supervised:

This is not a supervisory classification.

Examples of Important and Essential Duties: (The following is used as a partial description and is not restrictive as to duties required.)

Under general supervision, performs a variety of counseling services to include:

- Assessments
- Treatment Planning
- Individual counseling
- Group counseling
- Case management
- Mandatory service programs to include Driving Under the Influence, Batterer Intervention, proposition 36 and PC 1000
- Assist clients with access to needed benefit services such as food stamps, general assistance, medical care, etc.
- Transport clients as needed

- Documentation in support of the above activities
- May require participation on the Crisis Call Team for 24/7 crisis response.

Typical Physical Requirements:

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

Typical Working Conditions:

Work is normally performed in an office environment; continuous contact with other staff and clients.

Desirable Qualifications:

Knowledge of:

- Interviewing techniques
- Counseling techniques
- Harm Reduction practices
- The causes of and treatment for SUD
- Good public relations techniques
- Maintenance of client files
- Modern office methods and procedures
- Correct English usage, spelling, grammar and punctuation

Ability and willingness to:

- Learn and perform a variety of client interventions
- Set up and follow a treatment plan
- Recognize the signs and symptoms of SUD
- Differentiate between an education group and a process group and the ability to run both types
- Work collaboratively and effectively with clients
- Recognize when to seek supervision
- Accurately and legibly maintain and update a variety of records and information systems
- Operate a computer and use department software in the performance of assigned work
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines
- Consistently demonstrate cooperative behavior with colleagues, supervisors and clients

Training and Experience:

Schooling and supervised experience necessary to qualify for certification as an alcohol and drug counselor from one of the certifying agencies. This normally includes 18 to 24 months of classwork plus 6,000-10,000 hours

of supervised counseling experience. Incumbents hired as IIs and IIIs must hold a certificate as a SUD counselor from an agency recognized in California to provide this certification.