

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

**Position: Substance Use Disorder Professional
Department: Integrated Health Care Services
Program Behavior Health**

**Position Number: 1040020
Classification Hourly – Non Union Range 13**

1.0 MAJOR FUNCTION AND PURPOSE

The single position allocated to this classification, under the general direction of the Integrated Health Care Services Substance Use Director is responsible for performing adult and youth chemical dependency counseling, education, and other related chemical dependency work. This position provides professional adult and youth chemical dependency counseling, education and local social service consulting work. This position has a standard eight (8) hour workday and is from 8:00 am to noon and from 1:00 p.m. until 5:00 p.m. Due to the nature of the work, this position may have a different schedule. The schedule shall be determined by department administrator.

2.0 SUPERVISION RECEIVED

Persons in this position are given some discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision and guidance are received from the Services Substance Use Director.

3.0 SUPERVISION EXERCISED

Persons in this position do not routinely supervise anyone.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- Performs client evaluations determining appropriate treatment services, providing alcohol and other drug education, and maintaining all necessary records and reports; identifies other client issues contributing to substance use problems.
- Develops treatment plans and writes evaluation reports for referral sources. Maintains all necessary reports, forms, daily and monthly logs, and activity reports.
- Ability to have considerable contact with clients, district and municipal courts, local and state social services agencies, the county jail, and local law enforcement agencies.
- Initiates and monitors client treatment plans; maintains client progress reports; maintains and amends client records as necessary; follows up client progress with referral agencies.
- Provides formal education instruction to clients referred by the courts; prepares and presents alcohol and other drug information at local schools, the county jail facility, and community groups.
- Coordinates and maintains contact with local and state alcohol and other drug programs and services.
- Performs other related work as required.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Ability to interpret and implement state and federal requirements pertaining to Substance Use programming.
- Demonstrated ability of individual and group counseling techniques.
- Demonstrated knowledge of the principles and practices of Substance Use and modern techniques for its treatment.
- Knowledge of mental illness and its treatment.
- Ability to work independently with moderate level of supervision.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, related to various personality styles in a calm, professional manner.
- Ability to maintain a high level of confidentiality.

- Ability to work independently managing time and establish priorities; have the ability to communicate effectively and efficiently both orally and in writing. Ability to maintain effective working relationships with all IHCS staff, other professionals, agencies, consumers, and members of the general public.
- Excellent computer skills to include, but not be limited to; Outlook, Microsoft Word, and Excel, Must be able to utilize communications and equipment necessary to perform required duties. Ability to use a typewriter, computer terminal, T.D.D. machine, calculator, and other office equipment standard to areas of assignment and to adapt to new and /or modified equipment which may be acquired.
- Physical ability to perform the functions of the job.
- Ability to adhere to all County and Departmental policies and procedures
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

6.0 MINIMUM QUALIFICATIONS

- High school equivalency
- Meet Washington State standards as a “chemical dependency professional” per WAC including:
- Hold valid Department of Health Chemical Dependency Professional certification.
- No history of alcohol or other drug misuse for a period of two (2) years prior to the time of employment and no misuse of alcohol or other drugs while employed as a qualified chemical dependency counselor.
- Shall have completed two thousand (2000) hours of supervised work experience in an approved treatment facility.
- Valid Washington State Driver’s License.
- Successfully pass a criminal background check.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- A Bachelor’s Degree from an accredited college or university with emphasis in Education, Health Education, Communications, Social Sciences, or closely related field.

8.0 WORK ENVIRONMENT

- Work is normally performed indoors in an office environment with many interruptions. Some work outdoors may be required. The work schedule varies depending primarily on the needs of the program participants, activities that may be scheduled beyond the control of program participants, and training opportunities that may arise. Overnight travel may be required in some circumstances.
- This job requires the independent ability to transport safely throughout the county to provide client and or agency services in outlying areas of the county.
- A county vehicle may be available for use when conducting official business. However, employees may utilize their private vehicles in the performance of their duties and will be reimbursed for mileage. Proof of personal auto insurance with acceptable liability amounts is required to utilize a personal vehicle for county business. Acceptable liability amounts may be defined by Adams County or the appropriate risk pool.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

Employee Name _____ Signature _____ Date _____

Supervisor Name _____ Signature _____ Date _____