

# UMATILLA COUNTY POSITION DESCRIPTION

Department: **HEALTH AND HUMAN SERVICES**

Employee Name: \_\_\_\_\_

Division/Section: **HUMAN SERVICES: ADDICTIONS PROGRAM**

Position Title **Addictions Counselor**

Union Covered: NO

Salary Range: Step 1 of Range DOQ

BOLI Exempt: NO

## GENERAL DESCRIPTION OF POSITION

To provide direct service to chemically dependent persons engaged in treatment. Services will be delivered in the evenings and weekends with an occasional request for day coverage in the absence of a clinician. Services include individual and group counseling delivered in Umatilla County Addictions Program primarily in Pendleton, Hermiston and/or Milton-Freewater sites.

## SUPERVISORY RELATIONSHIPS

Supervision received: works under the supervision of the Program Administrator.

## PRINCIPLE DUTIES OF POSITION

### 1. **COUNSELING (EE):**

- a. **GROUP AND INDIVIDUAL COUNSELING:** Appropriately use strategies from accepted and culturally appropriate models for group and individual counseling with addicted or substance abusing clients. Perform the actions necessary to start a group, including: determining group type; establishing group goals and clarifying behavioral ground rules for participating; identify outcomes; and determine criteria and methods for termination or graduation from the group. Facilitate the entry of new members and the transition of exiting members; group growth within the established ground rules, and motivate to move toward group and individual goals by using methods consistent with group type; understand the concepts of "process" and "content," and shift the focus of the group when such an intervention will help the group move toward its goals. Describe and summarize client behavior within the group or individual session for the purpose of documenting the client's progress. Identify needs/issues that may require modification of the treatment plan and make changes to the treatment plan as needed.

## FOR HUMAN RESOURCE USE ONLY

Position Number: \_\_\_\_\_

Position Approved BCC: \_\_\_\_\_

Position Reviewed: \_\_\_\_\_

Provided to Employee: \_\_\_\_\_

Employee's Signature

- b. **CLIENT, FAMILY, PREVENTION AND COMMUNITY EDUCATION:** Design and provide culturally relevant formal and informal education and rehab programs that raise awareness and support substance abuse prevention and/or the recovery process; describe factors that increase the likelihood that an individual, community, or group will be at-risk for alcohol and other drug problems; describe warning signs, symptoms, and the course of addictions; describe how addiction affects families and significant/concerned others; understand the health and behavioral problems related to the treatment of addiction, including transmission and prevention of HIV/AIDS, TB, STDs, and other communicable diseases; teach basic life skills such as stress management, relaxation, communication, assertiveness, and refusal skills.
- c. **DOCUMENTATION:** Demonstrate knowledge of accepted principles of client record management; protect client rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of client information with third parties; record progress of the client toward treatment goals and objectives.
- d. **PROFESSIONAL AND ETHICAL RESPONSIBILITIES:** Demonstrate ethical behaviors by adhering to established professional codes of ethics that define the professional context within which the counselor works, in order to maintain professional standards and safeguard the client; adhere to federal and state laws, and agency regulations, regarding addiction treatment.

## 2. **OTHER DUTIES (EE)**

- a. **Implementing the Treatment Plan:** Interpret all relevant screening, assessment and initial treatment planning information; confirm the client's continued readiness for treatment/motivation to change; establish treatment expectations for the client including: treatment goals, objectives and interventions, rules regarding client conduct, confidentiality, client rights and responsibilities.
- b. **Consulting:** Contributes as a member of multi-disciplinary treatment team; apply confidentiality-related legal restrictions appropriately; demonstrate respect and nonjudgmental attitudes toward the client in all contacts with other professionals or agencies.
- c. Assists management to develop and maintain staff morale, develops and sustains positive working relationships.

## **REQUIREMENTS FOR POSITION**

### **Associate I**

Possession of an earned High School Diploma or GED and two (2) or more years of formal training or experience in counseling and demonstrate competence in the treatment of drugs of abuse and gambling.

PLUS:

1. Bilingual (Spanish) preferred.
2. ACCBO certified or in process of attaining CADC status.
3. Demonstrated understanding of addiction and the dynamics of recovery.
4. Must feel comfortable facilitating individual and group treatment.
5. Continued sobriety of 2 years or more, as appropriate, if in recovery.
6. Possess a valid driver's license

**Associate II**

Possession of an earned Bachelor's degree from a regionally accredited college or university, if located in the USA or commensurate accreditation, if the college or university is located outside the USA. The college or university shall have, and the candidate will have graduated from, a degree program which prepares candidates to provide psychotherapy, rehabilitation counseling, social work, psychology or counseling and prepares candidates to work in mental health or addiction treatment settings. (The above criteria are not intended to exclude regionally accredited colleges or universities that have a religious affiliation).

PLUS:

1. Bilingual (Spanish) preferred.
2. ACCBO certified or in process of attaining CADC status.
3. Demonstrated understanding of addiction and the dynamics of recovery.
4. Must feel comfortable facilitating individual and group treatment.
5. Continued sobriety of two (2) years or more, as appropriate, if in recovery.
6. Possess a valid driver's license.

**Specialist I**

Possession of an earned Master's degree from a regionally accredited college or university, if located in the USA or commensurate accreditation, if the college or university is located outside the USA. The college or university shall have, and the candidate will have graduated from, a graduate degree program which prepares candidates to provide psychotherapy, rehabilitation counseling, social work, psychology or counseling and prepares candidates to work in mental health or addiction treatment settings. (The above criteria are not intended to exclude regionally accredited colleges or universities that have a religious affiliation).

PLUS:

1. Bilingual (Spanish) preferred.
2. Demonstrated understanding of addiction and the dynamics of recovery.
3. Must feel comfortable facilitating individual and group treatment.
4. Continued sobriety of two (2) years or more, as appropriate, if in recovery.
5. Possess a valid driver's license.