



UMATILLA COUNTY
POSITION DESCRIPTION



Department: *Human Services*
Position Title: *On-call Addictions Counselor*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** **DOQ**
Union Covered: **Yes** **BOLI Exempt:** **No**

GENERAL DESCRIPTION OF POSITION

To provide direct service to persons with substance use disorders engaged in treatment. Services will be delivered during the day, evenings and may include coverage in the absence of another counselor. Services include individual and group counseling delivered at Umatilla County Human Services sites located in Pendleton, Hermiston and/or Milton-Freewater.

SUPERVISORY RELATIONSHIPS

Supervision received: works under the direct supervision of the Program Administrator. Clinical supervision is provided by others.

PRINCIPAL DUTIES OF POSITION

1. **GROUP AND INDIVIDUAL COUNSELING:** Appropriately use strategies from accepted and culturally appropriate models for group and individual counseling with substance use disordered (SUD) 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. (EE)
2. **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. (EE)

3. **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. (EE)
4. **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. (EE)

OTHER DUTIES OF POSITION

1. **Implementing the Treatment Plan:** Interpret all relevant screening, assessment and initial treatment planning information; confirm the client 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. (EE)
2. **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. (EE)
3. **Assists management to develop and maintain staff morale, develops and sustains positive working relationships.** (EE)

REQUIREMENTS FOR POSITION

Associate I

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:

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

Associate II

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:

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

Specialist I

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:

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

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands and fingers to, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Employee's Signature/Date