



TITLE: DRUG & ALCOHOL COUNSELOR I/II

FLSA: Non-Exempt

BOARD APPROVED: January 28, 2025

BARGAINING UNIT: Misc.

DEFINITION

Under the general supervision, provides drug and alcohol counseling, case management services, and support to groups and individuals. Develops and implements education and prevention programming.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. Provides leadership and work direction to Interns, students and [Community Health Workers/Drug/Alcohol Aides](#).

CLASS CHARACTERISTICS

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Drug and Alcohol Counselor I level may be promoted to the Drug and Alcohol Counselor II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

- Conducts initial screenings of potential clients; gathers and assesses relevant background information; manages client waiting lists Evaluates the severity of client problems and determines the appropriate level of care; formulates treatment and discharge plans
- Participates in treatment team, staff, and professional meetings to discuss client treatment and progress
- Provides drug and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders (ie mental illness, HIV, or other acute/chronic medical conditions) Makes home visits as appropriate Conducts group sessions dealing with drug/alcohol education and communication, parenting, life skills, relapse prevention, coping and relaxation skills
- Conducts admission procedures for detoxification and residential programs
- Provides information and referrals for appropriate services provided through other Health Services Agency divisions and other community agencies as needed
- Provides pre-sentence evaluations and treatment recommendations for criminal justice agencies
- Provides and participates in alternative activities and recreational programs for clients

- Observes and records client behavior; maintains complete case files, ensuring the accurate completion of various required documents, records, and reports within established deadlines
- Reports documented or suspected abuse and neglect as mandated by law
- Provides follow-up and after-care services
- Delegates tasks and provides leadership and guidance to Interns, Community Health WorkersDrug/Alcohol Aides, and other personnel as assigned
- Develops and implements education and prevention programming Attends and participates as requested in meetings of community groups dealing with drug/alcohol related problems;
- Distributes information and gives formal and informal presentations and training sessions to schools, various agencies, and community groups
- Assists in the development and evaluation of Division programs and services, recommending modification as necessary to maximize program effectiveness Coordinates special programs and services as assigned
- Establishes client financial liability for services
- Provides transportation services for clients and their families to and from treatment and to conduct case management services
- Attends training sessions, workshops, and meetings to enhance job knowledge and skills
- Serves on various committees, task forces, etc, as appropriate and/or assigned
- Performs various office/administrative duties as necessary, including preparing and typing reports and correspondence, compiling statistical data for reports, procuring supplies and materials, attending meetings, and answering the telephone
- Provides casework services to at-risk, mentally-ill, developmentally disabled, and substance abuse clients; provides case management services to clients, families and significant others
- Participates in multidisciplinary team meetings with valid written consent from clients to review client caseload, treatment outcomes and recommendations
- May provide leadership to ancillary staff
- Collects and processes laboratory specimens in accordance with approved policy
- Will meet department standards for productivity and related documentation requirements for third party reimbursement
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) if assigned to the Health Services Agency
- Compliance with all relevant laws and regulations regarding confidentiality
- Performs related work as required

QUALIFICATIONS

Knowledge of:

- Policies, rules, laws and regulations of the Health Services Agency and Federal, State and local governments regarding alcohol/drug abuse and treatment
- Theories and causes of drug and alcohol dependence
- Techniques and methods used in drug/alcohol abuse counseling, treatment, education and prevention
- Theories of normal and abnormal psychology
- Casework and interviewing techniques
- Available community resources
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures

- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work
- Issues of diverse cultures and how they influence agency practices
- Leadership concepts and principles.

Ability to:

- Analyze drug/alcohol abuse related emotional/behavior disorders and carry out effective treatment plans
- Perform individual and group counseling
- Evaluate the effectiveness of drug/alcohol abuse programs
- Develop and implement effective drug/alcohol education and prevention programs
- Use independent judgment and discretion in implementing various programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret complex materials pertaining to the responsibilities of the job
- Speak effectively in public
- Assemble and analyze information and prepare written reports and records in a clear, concise manner
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- React calmly and professionally in emergency, emotional and/or stressful situations
- Establish and maintain effective working relationships with those contacted in the course of the work
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Successfully complete an extensive and thorough law enforcement background investigation and maintain clearance while employed in this classification, if assigned to the jail

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of a drug and alcohol addiction studies program as part of two (2) years of formal education beyond high school in psychology, sociology, or related field.
- Five (5) years of experience is preferred.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Must complete periodic continuing education coursework as required to maintain active certification.
- Must possess, or be willing to obtain, national provider identifier (NPI).

- May be required to successfully complete an extensive and thorough law enforcement background investigation.

Drug/Alcohol Counselor I - requires registration to obtain a State of California certification as a Drug/Alcohol Counselor within six months of date of hire. Also requires possession of a valid State of California certification as a Drug/Alcohol Counselor within five years of date of registration. Failure to obtain certification as outlined will result in the incumbent becoming disqualified for further employment as a Drug/Alcohol Counselor I.

Drug/Alcohol Counselor II – requires possession of a valid California Drug/Alcohol Counselor Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Although this is primarily a sedentary office classification requiring standing in work areas and walking between work areas, the position may also require extensive fieldwork and stamina for long distance or all-day driving of vehicle. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Tasks may require exposure to illness/disease, work related stress and hostile clients. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(10/21/08, 9/17/19)