



Position Description

Job Title: Substance Abuse/Alcohol Counselor

Classification: Non-Exempt

Supervisor: Director of Behavioral Health

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Position Summary

The Substance Abuse/Alcohol Counselor works as a member of the Behavioral Health team to maintain the well-being of clients and the integrity of the program.

Essential Position Responsibilities

- Thorough knowledge of drug and alcohol dependency, mental health, family systems and 12-Step/recovery resources in the community.
- Develop and maintain individualized records of client progress and participation in treatment including admission and discharge, individual, group, family, vocational (both individual and group) literacy training and other occasions as appropriate.
- Ability to write clear statements, summarizing client's feelings, expressions, resistance and response to their treatment plan; goals and objectives. Includes letters to referral agencies, courts/probation.
- Ability to confront behavioral changes, identifies a crisis, and recognize when additional assistance is necessary.
- Ability to recognize personal issues that have an impact on job performance and interactions with clients.
- Ability to demonstrate ethical and professional behavior.
- Ability to convey respect for cultural and lifestyle diversities of clients and staff.
- Ability to prepare for, and facilitate related process and educational groups.
- Knowledge of referrals, both in and out of WCC treatment system.
- Knowledge of the philosophy and approach of the 12-Step model of recovery (AA, CA, NA, Alanon).
- Ability to communicate clearly, with clients, staff, peers, and supervisors.
- Knowledge of computer operations: Windows and word processing (MS Word). Ability to readily adapt to Intergy information system.
- Follows clinic policies and procedures to ensure that the principles of WCC are implemented.



- Fosters an environment that promotes trust and cooperation among all staff of WCC.
- Attends all WCC mandatory meetings and other meetings as requested.
- Interacts with patients, physicians, staff, vendors, and visitors in ways that demonstrate caring and reflect the WCC mission and philosophy.
- Other duties as assigned

Skills

- Practices in a professional manner, and collaborates with other health team members.
- Works successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds
- Knowledgeable of social service procedures, policies, and resources
- Ability to communicate effectively
- Bilingual English/Spanish preferred.
- Punctuality and excellent attendance required

Education and Experience

- High school diploma or equivalency.
- Required current certification number issued from a statewide or nationwide credentialing body (i.e. CCAPP, CAADE) received upon completion of passing the California Certification exam.
- Two years supervised experience working in substance abuse and/or a related field. **Failure to maintain certification will result in loss of employment.**
- Vision, hearing, manual dexterity and eye-hand coordination must be adequate for performance of job duties.
- Able to sit at desk, use keyboard, write and physically perform other job duties.
- Able to move about the facility to observe clients and staff.
- First-Aid certification, obtain within 90 days of employment and maintain current thereafter.
- CPR certification, obtain within 90 days of employment and maintain current thereafter.
- Medication training required within 30 days of employment.
- Maintain computer skills adequate to perform Intergy/word processing duties within 90 days of employment.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Physical Requirements

Position requires prolonged hours of sitting at a computer, standing and walking in a clinic setting.



Work Environment

| Code | | | |
|---|--------------------------------------|--|--------------------------------------|
| C = Continuously (70% or More) | F = Frequently (40-70%) | O = Occasionally (15-40%) | R = Rarely (Less than 15%) |

Please use the codes above to complete the table below

| | Code |
|--|------|
| Working indoors in a clinical setting | F |
| Working indoors in an office setting | C |
| Working indoors & outdoors delivering materials/transporting clients | R |

Please check the statement that represents the Work Environment for this position

| | |
|---|---|
| Routine exposure to blood or body fluids | x |
| Possible exposure to blood or body fluids | |
| No exposure to blood or body fluids | |

Travel Requirements

Occasional travel to local meetings and trainings.

Acknowledgement:

I have read and received the Substance Abuse/Alcohol Counselor. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position I may contact my supervisor.

Employee Signature

Employee Name Printed

Date