



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Alcohol/Drug Counselor  
Department: Community Corrections  
FLSA Status: Non-Exempt  
WC Code: 9410  
Effective Date: August 10, 1995  
Last Revised: May 10, 2017  
Pay Grade: A16  
Union: AFSCME

#### SUMMARY

This is a professional clinical position providing direct services to clients and/or their families, including case management, within the Community Corrections System, for both adult and juvenile populations. This position provides education, prevention, and community out-reach regarding alcohol and drug issues. Facilitates group therapy, DUII and MIP education groups, individual case management for offenders and makes appropriate referrals, assessments and placements for level of treatment needs based on ASAM criteria.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions of needed of persons in this classification.)

1. Serves as the primary responsibility for client case management of up to 30 out-patient clients.
2. Follows program policies and procedures while performing duties.
3. Demonstrates compliance with standards for security, ethics, confidentiality, rules of conduct, and professionalism, consistent with Community Corrections Substance Abuse Treatment Program, ACCBO, NCAC and OAR's.
4. Provides treatment of substance related disorders, including the application of knowledge and practice of various therapeutic and counseling techniques.
5. Dictates and/or types clinical records, including but not limited to assessment, intake, individual and group progress notes, conclusion summaries, and correspondence.
6. Develops and presents education components to clients, families and public forums.
7. Promotes a positive response to change with clients and other staff members.
8. Promotes, by example, a lifestyle consistent with the principles promoted generally in recovery and by Community Corrections.
9. Recognizes priorities and performs duties accordingly.

10. Organizes a heavy workload, including coordination with support staff and management staff.
11. Demonstrates excellent oral and written communication skills evidenced by: a) Mastery of professional and clinical terminology, including ASAM criteria; b) Excellent spelling and legible written work; and c) Mastery in use of agency and clinical record management systems.
12. Collects urine samples or conducts tests insuring client's abstinence from alcohol and controlled substances.
13. Facilitates various treatment group modalities, including DUII and alcohol and drug education, process, cognitive life skills, and relapse prevention groups.

#### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. However, may guide and direct the work of Practicum Students, as assigned.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requires competency and demonstrated knowledge, skills, and abilities in essential job functions, including but not limited to, the 12 Core Competencies and Functions of Alcohol and Drug Counselors, screening, intake, client orientation, assessment, treatment planning, crisis intervention, counseling (group, family, couple, individual), client/family education, case management, consultation and referral, discharge planning, reports and record keeping. General knowledge of clinical record management systems is required. For individuals recovering from substance an abuse related disorder, said individual must be able to demonstrate continuous sobriety under nonresidential, independent living conditions for the immediate past two (2) years.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in psychology, criminology, sociology, or closely related fields; and two (2) years of progressively responsible experience in performing casework and substance abuse counseling; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above described duties. Considerable knowledge of substance abuse issues and understanding of how those issues affect clients and others. Some knowledge of the justice system, standards for security, ethics, confidentiality, rules of conduct and professionalism required.

#### JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment and/or physical harm to individual clients due to improper treatment or assessment; possible loss of federal, state or local funding.

#### JOB CONTACTS

This position works with individual clients and their families, other County departments, social service agencies, community committees and boards, school, the media, physicians and other health care providers.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; ability to learn and comprehend the law, applicable rules and regulations; work effectively with law, applicable rules and regulations; work effectively with law enforcement, social agencies, employees, and the general public.

#### MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITIES

Ability to maintain composure and work with individuals and families in crisis. Ability to exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Drivers License. Must possess and maintain a safe driving record. Must hold a current certification or license in addiction counseling or a current license as a health or allied provider issued by the State licensing body, as outlined by the OAR. When certification/license is not held, new employees must make application within 6 months of employment and receive the credential/license with 24 months of application, or as otherwise directed by Community Corrections. Must hold, or obtain within 6 months of employment, a current CPR and

First Aid Certification.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. This position requires working with youth offenders who have been remanded to adult court or who have reached the age of majority, and who have substance abuse problems, subsequently having an increased potential for violence. This position is impacted by requirements to meet deadlines, uncontrollable workflow, the need to make quick and accurate decisions, and attention to detail.

### PHYSICAL REQUIREMENTS

The physical requirements outlined 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 functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, reach with hands and arms, and taste or smell. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>