

LICENSED ALCOHOL/DRUG COUNSELOR

KIND OF WORK

Professional counseling and case management work.

NATURE AND PURPOSE

Under limited supervision an employee in this class oversees and guides clinical activity for all assigned clients through client assessment, treatment planning, case management, individual and group counseling, education on chemical dependency dynamics, family effects of chemical dependency, aftercare planning and community referrals. The incumbent also assists the supervisor in the management of the treatment programs. Performs related work as required.

Know-How (specific and integrative) -- Requires specialized knowledge/skills including a good understanding of substance abuse, addictive process and a variety of treatment interventions sufficient to conduct and continually improve work processes and to recognize when to refer clients for evaluation and treatment by specialized professionals. Activities have specific objectives and content, and require appropriate awareness of related activities.

Problem-Solving (context and thinking challenges) -- Acceptability of conclusions, improvements or solutions is guided/governed by substantially diversified procedures, specialized standards, and precedents; positions have latitude to consider which among many procedures should be followed in the development of treatment plans, case management and procuring public funding and private insurance resources and in what sequence to achieve the required results.

Accountability (freedom to act/empowerment and impact on end results) -- Practices and procedures are covered by historic examples, well-defined specific procedures, regulations and standards relating to the treatment of persons with substance abuse problems or necessary consultation with supervisor or appropriate specialized professional; may deviate from established procedures and practices as long as end results meet standards of acceptability. Impact is contributory, providing supportive, interpretive or advisory functions for use by others. Incumbents are expected to achieve objectives within a designated time frame and will be evaluated as such.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assesses client biopsychosocial needs and develops an individualized treatment plan to address all issues identified by gathering, interpreting and utilizing clinical data.

Acts as the case manager for assigned program participants; directs therapeutic client service, consultation and referral; negotiates for additional/extended services; prepares progress reports and discharge documentation; and develops client After Care plans.

Uses a variety of treatment modalities to provide alcohol and drug counseling/treatment to individuals with substance abuse/dependency problems and/or co-occurring mood, thought or other mental health disorders.

Develops, prepares and provides didactic and interaction education to assist clients, their families and concerned persons in understanding the disease of addiction and other co-occurring mood, thought or personality disorders.

May function as Charge Person in supervisor's absence.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive understanding of the characteristics of substance abuse, the addictive process, and mood, thought and/or personality disorders sufficient to appropriately apply a variety of treatment intervention techniques.

Counseling skills sufficient to provide alcohol and drug treatment services to adults and adolescents who are experiencing substance abuse and other co-occurring mood, thought and/or personality disorders.

Extensive knowledge and clinical skills in the area of human growth and development, including the unique needs of a diverse population, sufficient to provide case management for assigned clients and crisis intervention when needed.

Sufficient knowledge and understanding of community resources to formulate treatment plans, identify referrals to other professional services and to develop After Care Plans.

Extensive knowledge and understanding of the policies and practices of the agency to ensure all aspects of services offered are consistent with all applicable regulations.

Ability to:

Maintain satisfactory working relationships with clients, their families, other staff members, community case workers, county case managers and insurance companies.

Write progress reports and/or discharge summaries for the treatment team, county case managers and/or funding sources sufficient to document the client's progress toward treatment goals and outline the client's course through treatment.

Communicate effectively sufficient to facilitate family/client meetings and mediate the discussion and resolution of identified issues, deliver educational programs and present in-service training.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Licensed by the State of Minnesota as an Alcohol and Drug Counselor.

Est.: 11/05
Rev.:
Ckd.: 12/07

T.C.:
Former Title(s):