

Criminal Justice / Pre-Trial Substance Abuse Counselor

Dept: Day Reporting Center

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled human support work providing case management services for participants of substance abuse treatment, communicating with outside agencies regarding clients, and related work as apparent or assigned. Work is performed under the limited supervision of the Day Reporting Center Executive Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Conducts intake, communication, placement, evaluations and follow-up.
- Maintains caseload of participants involved in services, programs and activities involving communication with probation officers, attorneys, judges, treatment alternatives, services providers and outside agencies.
- Facilitates training courses on substance abuse treatment.
- Administers substance abuse assessments and diagnosis on DSM-IV Axis 1-5.
- Prepares curriculum for evidence based practice treatment standards.
- Develops progress reports for participants; performs data entry; logs attendance, drug screen results, group notes and contacts made with agency into database.
- Provides security for participants including drug screens and random searches.
- Assists with setting up transportation services for clients.
- Assist with reviewing cases with the Director and outside agencies.
- Acts as a liaison between probation officers, County staff and participants involved in agency services, programs and activities.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of individual and group counseling techniques; thorough knowledge of supportive counseling skills; thorough knowledge of substance abuse treatment strategies; thorough knowledge of consumer assessment techniques; thorough knowledge of case management activities; thorough knowledge of crisis intervention; thorough skill operating standard computer equipment, hardware and software; thorough skill operating standard accounting software; thorough skill collecting and recording data; thorough skill facilitating individual and group counseling with substance abuse consumers; thorough skill completing assessments and treatment plans; thorough skill interviewing and assessing needs treatment; ability to work as a team member; ability to maintain consumer confidentiality and protect human rights; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, outside agencies and the general public.

Education and Experience

Associates/Technical degree in human services, substance abuse, or related field including a minimum of five core courses related to substance abuse and completion of 320 hours of practicum training under a Certified Clinical Substance Abuse Counselor (CCS) and one to three years experience managing a caseload of substance abuse treatment participants, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires walking, sitting and using hands to finger, handle or feel and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Substance Abuse Counselor certification.
- Cognitive behavioral interventionist certification.
- CPR/First Aid certification.
- Prison Rape Elimination Act training.
- North Carolina Substance Abuse Professional Practice Board (SAPPB) registration.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date