



## Job Description

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<b>TITLE:</b> Substance Abuse Counselor II	<b>JOB CODE:</b> 3832
<b>DEPARTMENT:</b> DWI	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>UPDATED:</b> 08/31/2020

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**Summary:** Under general supervision of the Clinical Director, counsels and aids individuals convicted of offenses related to substance abuse; counsels their families regarding substance abuse problems, such as alcohol or drug abuse. The Substance Abuse Counselor II is a professional position providing treatment services for successful program completion while upholding confidentiality.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Interviews clients, reviews records, and confers with other professionals to evaluate condition of individual clients.
- Participates in the development of Individual Discharge Plans.
- Formulates various programs for treatment and rehabilitation of client.
- Administers assessment tools; interprets and utilizes results to determine client needs.
- Counsels clients individually and in group sessions to assist clients in overcoming alcohol and drug issues.
- Counsels family members to assist families in dealing with and providing support for client.
- Refers clients to other support services as needed, such as, medical and/or behavioral health evaluation and treatment, and employment services.
- Monitors clients to evaluate success of therapy; adapts treatment as needed.
- Prepares and maintains reports and case histories; maintains accurate progress notes and files for assigned caseloads.
- Formulates and conducts psycho-educational programs that comply with facility approved evidence based curriculum to promote prevention of alcohol and drug abuse and to forward the program goals.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of drug and alcohol counseling principles, methods and processes.
- Knowledge of social services resources including their programs and eligibility requirements.
- Knowledge of the laws and regulations related to drug and alcohol violations and treatment.
- Knowledge of County policies and procedures.
- Skill in planning and implementing treatment programs and procedures.
- Skill in assessing client needs and determining appropriate treatment options.
- Skill in reading and interpreting technical materials, laws and regulations.
- Skill in preparing, updating and maintaining treatment records and case histories.
- Skill in effectively presenting to small groups and in responding to questions.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.

**Job Description**

Substance Abuse Counselor II

- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software.

**Education and Experience:**

- Associate’s degree or equivalent in substance abuse and three (3) years experience in a counseling environment.
- Must possess at minimum a current State approved, Alcohol and Drug Abuse Counselor license (LADAC).
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment; and a good driving record.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____