



Job Description

TITLE: Counselor I	JOB CODE: 3833
DEPARTMENT: Alternative Sentencing - DWI	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, counsels and aids individuals convicted of driving while intoxicated; counsels their families regarding substance abuse problems, such as alcohol or drug abuse.

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; reviews findings and recommended action with supervisor.
- Participates in the development of Individual Discharge Plans.
- Formulates various programs for treatment and rehabilitation of client; reviews plans with supervisor for approval.
- 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 evaluation and treatment, suicidal services, 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 educational programs to promote prevention of alcohol and drug abuse and to forward the program goals.
- Performs daily teaching aspects and assists in preparing teaching materials and education support resources for other instructors.
- Manages a classroom and directs group activities.
- Assists in the preparation of teaching materials and supplies for facilitators and instructors; assists in preparing the classrooms.
- Assists in the collection of evaluation data and the preparation of composite reports.
- Performs a variety of clerical and administrative tasks; opens and distributes mail; prepares correspondence; maintains files.
- Assists in conducting Intake Processing.
- 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.

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Counselor I

- 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.
- Skill in establishing and maintaining effective working relationships with inmates, County staff and the public.
- Skill in the use of a personal computer and standard business software.
- Skill in coordinating calendars, appointments, room assignments and similar activities also for the coordinator.
- Skill in presenting effectively to small groups.

Education and Experience:

- Associate's Degree or equivalent in substance abuse and one (1) year experience in a counseling environment.
- Must possess a current State approved LSAA (Licensed Substance Abuse Associate).
- Valid State of New Mexico Driver's license with a good driving record or able to obtain within six (6) months of employment.

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:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____