



Job Description

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| TITLE: Counselor II | JOB CODE: 3835 |
| DEPARTMENT: Alternative Sentencing Div. (AXIS) | FLSA: Non-Exempt |
| PREPARED: November 2005 | |
| UPDATED: October 7, 2021 | LOCATION: Farmington, NM |

Summary: Under general supervision of the Clinical Director, counsels and aids individuals convicted of driving while intoxicated and/or facing criminal charges related to substance abuse; counsels their families regarding substance abuse problems and the recovery process. The 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 interventions with 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.

Job Description

Counselor II

- 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 County staff and the public.
- Skill in the use of a personal computer and standard business software.

Education and Experience:

- Current State of New Mexico approved LSAA (Licensed Substance Abuse Associate) AND be eligible for and obtain master's level social work licensure or related counseling field licensure within one year, OR
- Current State of New Mexico approved LADAC (Licensed Alcohol and Drug Abuse Counselor) licensure, OR
- 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:

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