

Richland County

Position Description

Position Title: Substance Abuse Counselor

Department: HHS/Behavioral Health

Reports to: Behavioral Health Services Manager

Pay Grade: 13 I

Date: 10/31/2024

Hours per week: 40

Purpose of Position

The purpose of this position is to provide support and treatment to individuals struggling with addiction to drugs or alcohol in a community mental health setting within the Behavioral Health Services Unit of Richland County Health and Human Services. A substance abuse counselor helps clients identify behaviors and problems related to their addiction, develop personalized recovery plans, and provide tools and strategies to cope with cravings and void relapse. The goal is to assist clients in achieving and maintaining sobriety, improving the quality of life, and fostering personal growth and healthier coping mechanisms.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess clients' mental and physical health, addiction, or problematic behavior to determine readiness for treatment.
- Conducts diagnostic evaluations to assess client's substance abuse history and mental health status.
- Develops and implements treatment plans and coping strategies.
- Coordinates case management services and referrals to other resources.
- Facilitates treatment groups as well as documents client behavior in group participation.
- Develops discharge plan in collaboration with client, family, healthcare team and external agencies.
- Provides education classes and support to clients' families regarding addiction and recovery.
- Provides Intoxicated Driver Program Assessments and Driver Safety Plans as required for program and coordinates with the Department of Transportation, courts, and other agencies.
- Participates within Safety Committee, Partners for Prevention, CCS, Advisory Committee and Treatment Court as a member of these teams.
- Conducts Domestic Violence assessments and recommendations.
- Manages SOR grant.
- Schedule clients for reoccurring appointments.
- Coordinate services with other agency departments and community organizations.

- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintain current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Participate in committees, trainings, and meetings.
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- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Specialized training beyond High School or GED and one year of experience in related field. Licensed Substance Abuse Counselor. Valid Driver's License required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Knowledge and experience in working with addiction.
- Ability to read, interpret, and apply regulations, laws, and policies.
- Experience and skill with computer data entry.
- Knowledge of Microsoft Office software.
- Ability to prepare reports and records.
- Ability to handle a variety of assignments under moderate supervision.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources including interpretation of guidelines, policies, and procedures.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office, jail, and community settings. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.

- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be exposed to mental effort and stress as well as angry, hostile, or confused persons and offensive language.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date