



Career Service Authority

Lead Addictions Counselor

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GENERAL STATEMENT OF CLASS DUTIES

Performs permanently assigned lead work over addiction counselors including providing clinical supervision to addiction counselors, reviewing and checking client charts/paperwork, conducting individual and group counseling sessions, and developing and implementing client treatment plans.

DISTINGUISHING CHARACTERISTICS

This class performs permanently assigned lead work over addictions counselors. This class is distinguished from the Addictions Counselor, Level III that performs full performance level work that requires a Level III - Certified Addiction Counselor Certificate. Duties include performing intake and assessment, conducting individual and group counseling/education for substance abuse clients, developing and implementing client treatment plans, referring clients to appropriate programs and/or services, and providing clinical supervision to other addictions counselors.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and/or gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs permanently assigned lead work over addictions counselors.

ESSENTIAL DUTIES

Performs lead work functions over addictions counselors including participating in work planning, determining priorities for the work unit, providing technical guidance and direction in unusual and non-standard situations, reviewing and checking client charts/paperwork to ensure standards are met and procedures followed, and providing clinical supervision to addictions staff.

Conducts intake interviews with clients to ascertain substance abuse dependence, mental health/daily living issues, and severity of problems, develops and implements the treatment plan and goals in conjunction with the client, and records observations of client's behaviors in order to chart their progress towards meeting treatment goals and to maintain up-to-date records on client's progress through the treatment process.

Provides individual and group counseling/education to clients in order to assess a client's motivation for treatment, assist clients in the recovery process, and optimize client outcomes, discusses alternative methods of coping with stress, anxiety, and other issues, and utilizes support systems to assist in the recovery process including family members and/or friends.

Prepares records, reports, progress notes, and summaries in accordance with state and federal standards and departmental policies and procedures.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Problem Solving - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Flexibility- Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

Teaching Others - Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Memory – Recalls information that has been presented previously.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Knowledge of the theories and practices of counseling and case management sufficient to be able to perform the duties related to the work assignment.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Physical Demands:

Hearing: perceiving the nature of sounds by the ear.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Lifting: raising or lowering an object up to 10 pounds.

Accommodation: ability to adjust vision to bring objects into focus.

Depth Perception: ability to judge distance and space relationships.

Far acuity: ability to see clearly at 20 feet or more.

Field of Vision: ability to see peripherally.

Near acuity: ability to see clearly at 20 inches or less.

Working Environment:

Contact with patients under wide variety of circumstances.

Exposed to infections and contagious disease.

Exposed to unpleasant elements (accidents, injuries, and illness).

Exposure to unpleasant patient or unit elements.

Handles absentee replacement on short notice

Handles emergency or crisis situations

Requires judgment/action which could result in death of patient.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Two years of experience at the type and level of Addictions Counselor, Level III.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a Level III Certified Addiction Counselor Certificate issued by the State of Colorado, Department of Regulatory Agencies – Office of Licensing at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/9/2007

REVISED DATE:

ESTABLISHED BY: Patricia Anderson

CLASS HISTORY This is a new class.