



Office of Human Resources  
Addictions Counselor III - CO2665  
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### General Statement of Duties

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 addiction counselors.

### Distinguishing Characteristics

This class performs full performance level work that requires a Level III - Certified Addiction Counselor Certificate. The Addictions Counselor, Level III is distinguished from a Lead Addictions Counselor that 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.

The Addictions Counselor, Level III is distinguished from an Addictions Counselor, Level II that performs intermediate level work that requires a Level II - 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, and/or referring clients to appropriate programs and/or services. Additionally, an Addictions Counselor, Level III provides monthly clinical supervision to an Addictions Counselor, Level II.

### Essential Duties

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.

Maintains a safe environment for clients, observes and documents client's behavior and physical conditions, reports any abnormalities and/or problems to medical staff, anticipates and manages crisis situations using the least restrictive interventions, and implements behavior management programs/techniques and appropriate intervention techniques.

Initiates discharge planning, determines the client's needs such as housing, employment, follow-up counseling, and other services, and refers clients to appropriate programs and/or services.

Attends treatment meetings with medical staff and other staff members to discuss clients' progress and specific problems concerning clients and receives information and feedback from the group.

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

By position, performs lead work including providing clinical supervision, instructing new staff members, assisting staff resolve problems/issues, and ensures that all staff documentation is correct and completed in accordance with established policies and procedures.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### **Competencies**

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**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.

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

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

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

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 crisis intervention theory sufficient to be able to perform the duties related to the work assignment.

Skill in making decisions in emergency situations where there is no opportunity or time to seek supervisory assistance or conduct significant analysis of the options.

### **Level of Supervision Exercised**

By position, performs lead work.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Experience required to obtain a Certified Addictions Counselor III Certification.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & 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.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Contact with patients under wide variety of circumstances.  
Potential exposure to infections and contagious disease.  
Potential exposure to unpleasant elements (accidents, injuries, and illness).  
Potential 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.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.  
Depth Perception: Ability to judge distances and space relationships.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: NE-11**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**