

# **SUPERVISING SUBSTANCE USE DISORDER COUNSELOR**

COUNTY OF CLAVERAS

RANGE 482

FLSA: Exempt

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## **DEFINITION:**

Under general direction, of Director and/or designee, supervises staff that provides alcohol/substance abuse education, individual and group counseling, crisis intervention and case management services for programs such as the Driving Under the Influence Programs and the Intensive Outpatient Program. Leads and/or assists with the planning, development and implementation of new alcohol/substance abuse prevention, education and treatment programs and public policies. Monitors and supervises clinical staff Conducts quality assurance activities. Performs related work as assigned.

## **DISTINGUISHING CHARACTERISTICS:**

This is the advanced level position in the Alcohol/Substance Abuse job classification series. Applicants are expected to possess extensive knowledge in the assessment and treatment of individuals with significant alcohol/substance abuse and addiction issues; dual diagnosis issues; program planning, clinical supervision, quality assurance best practices; evaluation and training strategies; financial reporting and management practices; and ethical and professional standards in the alcohol/substance abuse treatment field; and supervises staff in the delivery of such services.

## **EXAMPLES OF DUTIES:**

- Supervises staff that conduct client intakes, prepare individual assessments, treatment plans and recommendations.
- Prepares clear and concise reports.
- Collaborates with public and private agencies including but not limited to the Courts and Probation.
- Supervises staff that provide education, counseling, crisis intervention and case management services for individuals and their families with alcohol/substance abuse problems.
- Collaborates and coordinates referrals with a variety of treatment resources including but not limited to inpatient residential treatment facilities or self-help groups as needed.
- Serves as a liaison with individuals, families, community groups and public and private agencies interested in the prevention of chemical dependency, educational and rehabilitation activities.
- Performs other duties as assigned.
- Leads and/or assists in the identification, development and implementation of new prevention, education and treatment programs related to alcohol/substance abuse.
- Collaborates with the Courts, Probation, Mental Health, Public Health and other community partners to ensure proper referrals and quality case management services.
- Prepares programmatic and fiscal reports as required by state and federal laws and

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regulations.

- Develops and trains staff on policies and procedures.
- Provides on-call coverage.
- Ensures client notes meet standards of documentation.
- Provides supervision for interns.

## **SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License issued by the CA State Department of Motor Vehicles.

Applicants must be clean and sober at least five years.

## **DESIRABLE QUALIFICATIONS:**

Successful candidates will demonstrate knowledge and understanding about the science of addiction, alcohol/substance abuse issues and related problems resulting from alcohol and chemical dependency. Applicants must show a commitment to continuing education and rehabilitation activities.

## **EDUCATION AND EXPERIENCE:**

Equivalent to graduation from an accredited four year college or university with a degree in behavioral health and human services or related field and four years of substance abuse counseling. Valid CA Association of Drug and Alcohol Counselors certification (CADAAC) or LCSW, MFCC with alcohol/substance abuse experience preferred. Progressively responsible experience may be substituted for the required education on a year for year basis. Leadership experience required.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate person and by telephone.

## **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.

**Established:** Sept. 26, 2017 / Resolution # 20170926r203

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**Revised:**