CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3643 **TITLE:** SUBSTANCE ABUSE COUNSELOR II **GRADE:** S-23

DEFINITION:
Under clinical and administrative supervision, serves as a primary counselor, performing a comprehensive variety of professional treatment services involving the exercise of independent judgment; OR performs a direct service function with agency-wide impact; and performs related work as required.

DISTINGUISHING CHARACTERSTICS OF THE CLASS:
The Substance Abuse Counselor II differs from the Substance Abuse Counselor I in that the Substance Abuse Counselor II serves as a primary counselor, with clinical responsibility for a caseload of clients, whereas the Substance Abuse Counselor I serves as a secondary counselor.

The Substance Abuse Counselor II differs from the Substance Abuse Counselor III in that the Substance Abuse Counselor II serves as a primary counselor, whereas the Substance Abuse Counselor III serves as a first-level supervisor over a group of counselors.

ILLUSTRATIVE DUTIES:
Maintains all appropriate client records according to governing standards, ensuring that records of clients on their caseload are complete, accurate and comprehensive;
Interviews and provides a full diagnostic intake on prospective clients to assess needs, determine factual history and explain the Substance Abuse Program;
Establishes a treatment plan with consideration given to the nature and severity of the addiction problem, family and job-related circumstances, legal complications, individual and family histories, physical condition, and other pertinent factors;
Leads counseling sessions for clients with alcohol and/or drug-related problems;
Provides therapeutic family counseling with clients' family members which is designed to address and alleviate the problems documented in the treatment plan;
Provides crisis stabilization and crisis management;
Advocates for clients in the community;
Provides information or referral services for individuals, families and other concerned persons;
Shares information and discusses prevention and treatment methods and techniques in conjunction with peers and other professionals;
Prepares and administers educational curricula for substance abuse education classes;
Testifies in court to explain client's treatment and assess progress or recovery.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of alcohol and/or drug addiction and the physiological and psychological effects;
Knowledge of various substance abuse prevention and treatment methods/techniques;
Knowledge of complete and diagnostic intake procedures, social history development and interviewing techniques;
Knowledge of existing referral agencies and community resources;

Ability to evaluate the severity of a client's substance abuse problem and implement counseling efforts to treat the abuse;
Ability to manage a caseload;
Ability to establish rapport and maintain effective relationships with clients;
Ability to maintain effective working relationships with co-workers, public and private organizations, community groups, and the general public;
Ability to successfully perform as a team member;
Ability to communicate effectively, both orally and in writing;
Ability to maintain records and prepare reports.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field.

CERTIFICATES AND LICENSES REQUIRED:
Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;
First Aid and CPR Certification within 90 days of appointment and maintained throughout employment with CSB, for positions in residential programs;
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

NECESSARY SPECIAL REQUIREMENTS:
Criminal background record check;
TB screening upon hire and annually thereafter.
Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

REVISED:	January 2, 2007
REGRADED:	July 8, 2006
REVISED:	June 26, 2000
REVISED:	January 11, 1995
APPROVED:	January 26, 1981