CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3644 **TITLE:** SUBSTANCE ABUSE COUNSELOR I **GRADE:** S-20

DEFINITION:
Under close clinical and administrative supervision, serves as a secondary counselor and performs a limited variety of professional treatment services involving the exercise of independent judgment; may serve as the sole counselor on a night or weekend shift independently performing a limited variety of professional treatment services; and performs related work as required.

DISTINGUISHING CHARACTERSTICS OF THE CLASS:
The Substance Abuse Counselor I differs from the Assistant Residential Counselor in that the Substance Abuse Counselor I serves as a secondary counselor, performing a limited variety of professional treatment services, whereas the Assistant Residential Counselor performs paraprofessional educative and administrative duties.

The Substance Abuse Counselor I differs from the Substance Abuse Counselor II in that the Substance Abuse Counselor I serves as a secondary counselor, performing a limited variety of professional treatment services, whereas the Substance Abuse Counselor II serves as a primary counselor with clinical responsibility for a caseload of clients.

ILLUSTRATIVE DUTIES:
Interviews prospective clients to assess service needs, determine factual history and explain the Substance Abuse Program;
Prepares draft treatment plans for review, with consideration given to the nature and severity of the problem, family and job-related pressures or complications, individual and family histories, physical condition, and other pertinent factors;
Provides program coverage and supervises program activities as designated;
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;
Advocates for clients in the community;
Co-leads counseling groups for clients with alcohol and/or drug-related problems;
Provides individual/group counseling in support of the treatment plan;
Counsels and provides services to clients' family members in support of the family treatment plan;
Teaches substance abuse education classes for clients, their families, and other concerned persons;
Assists clients in developing and practicing living and empowerment skills;
Provides intervention in crisis situations;
Provides reassurance and encouragement to clients who make phone or personal contact during crisis or emergency situations;
Maintains all appropriate client records according to governing standards.

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 intake procedures, social history development and interviewing techniques;
Knowledge of existing referral agencies and community resources;
Ability to assist with initial screening of the severity of a client's substance abuse problem;
Ability to recognize external behavioral symptoms of substance abusers who may concurrently exhibit signs of mental illness;
Ability to establish rapport and maintain effective relationships with clients;
Ability to develop and maintain effective working relationships with co-workers and the general public;
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 four-year college or university with a bachelor'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 the 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: July 18, 2000
REVISED: June 26, 2000
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APPROVED: January 26, 1981