



CLASSIFICATION NO. 566

Established: 2/11

Revised: 5/23

FLSA: Exempt

EEO: 2

ADDICTIONS COUNSELOR

CLASS CHARACTERISTICS

Under general direction, to provide a variety of journey level professional addictions treatment and program services to clients; to participate as an effective team member on a diagnostic team of mental health professionals which conducts evaluations, treatment planning, and placement for clients; to participate in one or more programs within the system to provide services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Family, and Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development.

The Addictions Counselor is primarily oriented to performing professional level program services for clients in the local community. Services include: family, group and individual therapy; diagnosis, treatment planning and evaluation, and coordination of treatment or other educational/consultative services within community agencies and programs.

The Addictions Counselor differs from the Case Manager series which does not perform assessment and treatment of clients. It also differs from positions within the Mental Health Specialist series which may provide addiction counseling services; however, these tasks are performed in addition to or concurrent with family, group and individual therapy, diagnosis, treatment planning and evaluation for clients with severe mental health disorders.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Conduct formalized assessments of clients for need for substance use disorder treatment according to American Society of Addictions Medicine (ASAM) criteria; function as part of a clinical team to assess client functioning and level of care per ASAM standards; evaluate and refer clients for other concurrent addictions and mental health disorders as needed.
2. Facilitate group and individual treatment and education sessions; provide treatment planning; adjust treatment plans as needed to coincide with consumer progress, capabilities, and needs; monitor consumer functioning with respect to relapse potential and mental health needs.

3. Maintain and update consumer treatment records according to Clackamas County Mental Health standards, Oregon Administrative Rules, and contract requirements; provide case management services to consumers; coordinate treatment services with health care providers, social service and other agencies.
4. Actively participate in team meetings and treatment planning sessions to ensure appropriate treatment and education is provided to consumers; develop and coordinate services and resources for consumer.
5. Provide UA (urinalysis) surveillance; accurately complete documentation and adhere to chain of custody requirements to ensure samples are valid.
6. Participate in monitoring quality assurance and utilization review activities; ensure balance between effective treatment for client and efficient use of program funds.
7. Develop and sustain cooperative working relationships with other county agencies, state divisions and departments, as well as other referral sources.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Accepted principles and theories of substance use disorder and addiction pathology, progression, and current treatment practices; principles and practices of assessing and evaluating chemical dependency in clients; principles and practices of case management; principles of individual and group treatment; principles and application of educational training; principles of principles of utilization review, quality assurance, and utilization management; resource development for clients.

Skill to: Accurately document the provision of services; function as a member of a treatment team focused on client outcomes and success; maintain client information rules in compliance with mental health standards, Oregon administrative rules, and contract requirements; monitor the collection and chain of custody of urinalysis (UA) samples; establish and maintain effective working relationships with community partners and stakeholders; maintain a therapeutic, professional relationship with clients; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties are typically performed indoors, involving sedentary activities; incumbents work with varied socioeconomic groups, the mentally ill, the developmentally disabled, alcohol and substance abusing clients and their families.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Possession of required education, experience and knowledge to meet minimum qualifications as a Qualified Mental Health Associate (QMHA).
- Current certification as a Certified Alcohol and Drug Counselor I, II, or III (CADC I, II, III)
- Basic Life Support (BLS) certificate.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; Some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/18