



SAFETY CENTER

INCORPORATED[®]

Position Description

Position Title: Alcohol & Drug Program Counselor
Department: Alcohol & Drug Programs
Reports To: Alcohol & Drug Program Manager or Administrator

Prepared By: Human Resources

Prepared Date: 7-22-02

Approved By: Luky Maldonado

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Summary : Counsels and aids individuals requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse, etc, through DMV or the court mandated programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Follows Safety Center curriculum in providing educational and counseling sessions and conducting interviews.

Conducts oneself in accordance with the Code of Ethics for Alcohol & Other Drug Counselors as outlined by the California Association of Drinking Driver Treatment Programs (CADDTP), and as described in the Safety Center Incorporated Human Resources Policy Manual.

*Maintains current certification as required by Title 9.

*Obtains CEU's (40 hours every 2 years) as required by Title 9.

*Failure to comply will result in suspension without pay until employee complies.

Interviews clients, reviews and maintains accurate and timely records as required by the court and Title 9 and as specified in the Safety Center curriculum.

Conducts education, process, and face-to-face interviews by using the ASI assessment tools, and other special groups as required, in accordance with Title 9 Program or Drug Diversion Standards and as specified in the Safety Center curriculum, to assist client in overcoming alcohol and drug dependency, to discuss payment of fees, attendance at required sessions, and to identify problems.

Refers client to other support services as needed such as evaluation and treatment, social services, and employment services.

Monitors condition of client to evaluate successful completion of the program.

Refers other client concerns to Program Administrator or Manager.

Represents Safety Center in court regarding DUI or DD cases if called by the court.

Is responsible for maintaining accurate records and documentation of classroom/counseling sessions to assure the positive outcome of internal audits as well as audits conducted by county and/or state officials and others with jurisdiction.

Implements corrective action plan to solve problems.

Assures that the building is secure and alarms set at the end of the working day, when closing after regular business hours.

Attends monthly meetings with Program Administrators or Manager and the VP to

discuss and coordinate planning and implementation of program activities and services through a continuous process improvement plan.

Works cooperatively with private and public organizations and government agencies in the provision of services.

Maintains good relationships with county and state alcohol and drug agencies, court referral programs, and other DDP providers.

Maintains good business relations with private and public organizations and government agencies to encourage their participation in and support of Safety Center programs.

Supervisory Responsibilities

No supervisory responsibilities.

Competency

To perform the position successfully, an individual should demonstrate the following competencies:

Adaptability - Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Accept criticism/feedback.

Attendance/Punctuality - Be consistently at work and on time; Ensure work responsibilities are covered when absent; Arrive at meetings and appointments on time; Schedule time off in advance; Keep absences within guidelines.

Business Ethics - Treat people with respect; Keep commitments; Inspire the trust of others; Uphold organizational values.

Counselor Ethics – Set clear, firm boundaries; Be a positive role model; Refrain from flirting, social or sexual behavior and obscenities and suggestive comments/actions; Refuse gifts/favors; Maintain business-like behavior; Do not sponsor clients for a minimum of 2 years following completion of program.

Conflict Resolution – Encourages open communications; Confronts difficult situations; Maintains objectivity; Keeps emotions under control.

Cooperation – Establishes and maintains effective relations; Exhibits tact and consideration; Displays positive outlook and pleasant manner; Uses Breathalyzer with clients as necessary.

Customer Service - Manage difficult or emotional customer situations; Respond promptly to customer needs; Display courtesy and sensitivity.

Dependability - Follow instructions, policies and procedures; respond to management direction; Take responsibility for own actions.

Diversity Commitment – Show respect and sensitivity for cultural differences; Promote a harassment-free environment.

Job Knowledge – Competent in required job skills and knowledge; Ability to learn and apply new skills; Keep abreast of current developments; Require minimal supervision; Use resources effectively.

Leadership – React well under pressure;

Oral Communications – Speak clearly and persuasively; Listen and get clarification; Respond well to questions; Demonstrate group presentation skills; Participate in meetings.

Organization Support – Support affirmative action and respect diversity.

Personal Appearance – Dress appropriately for position; Keep self well groomed.

Planning/Organizing – Integrate changes smoothly.

Problem Solving – Develop alternative solutions; Resolve problems in early stages; Work cooperatively in group situations.

Quality – Display commitment to excellence.

Safety and Security - Observe safety and security procedures; Determine appropriate action beyond guidelines; Report potentially unsafe conditions; Use equipment and materials properly; Follow closing procedures to secure building at end of the work day.

Face-to-face interviews – See client on time and for the full 15 minutes; Complete assessment within 60 days; Appointments relevant to A & D and Golden Rod; Review financial obligation; Document group sessions related to program requirement; Necessary paperwork is complete.

Group Sessions – Be in room prior to class; Follow outline; Document number of clients in class; Assure all have study guides; Only one at a time leaves the room; Clients do most of the talking; Conduct group in a professional, appropriate manner.

Qualifications

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Shall meet Title 9 requirements as stated in section 9846-B of the regulations.

Shall be certified by a State of California approval agency.

Shall have a minimum of two years of experience in providing counseling services and alcohol and/or drug education group sessions to persons with alcohol and/or drug problems. (One year of experience means 1776 hours of work experience, compensated or uncompensated.) One year of college-level education which includes satisfactory completion of at least 12 semester units of alcohol and drug studies. (One year of college-level education means satisfactory completion of a minimum of 24 semester units of classroom instruction by an accredited or approved, public or private, post-secondary institution.)

Language Skills

Ability to read and interpret documents such as safety rules and procedure manuals and DDP curriculum. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret graphs and charts.

Reasoning Ability

Ability to defuse difficult client situations; to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; to deal with problems involving several concrete variables in standardized situations.

Computer Skills

None required.

Certificates, Licenses, Registrations

Counselor certification as described under education.

Any employee driving their personal car for company business is subject to the following:

The vehicle is to be kept in safe operating condition at all times.

Motor vehicle/driver's license report from California DMV will be supplied to or obtained by Safety Center on at least an annual basis.

Employee will provide copy of driver's license and proof of insurance (minimum coverage of \$100,000/\$300,000 or \$300,000 CSL.)

Other Skills and Abilities

Understanding principles and practices of alcohol/drug rehabilitation. Knowledge of

county and state regulations and court procedures and processes.

Other Qualifications

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Position, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.