



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ADDICTIONS COUNSELOR I or II (Part-Time)

Application Deadline: Open Until Filled

DEPARTMENT: Health and Human Services, Behavioral Health Division
LOCATION: Countywide
SALARY: Counselor I: Range PT857 \$16.33/hr.
Counselor II: Range PT860 \$17.53/hr.
Maximum 19.9 hours per week – No County benefits
TERM: Contingent upon continued funding; should funding cease, position will be eliminated.

DEFINITION: Under the general direction of the Behavioral Health Director and specific supervision of a program manager, depending upon level of position, may provide assessment, counseling, education, relapse prevention, and case management to persons with alcohol or drug addictions and/or with dual diagnoses, and related problems.

ESSENTIAL JOB DUTIES: **Addictions Counselor I** – This is the entry-level position. Provides assessment of clients referred by the Courts and Probation for appropriate level of service; monitors clients in collection of urine specimens; develops treatment plans and educational curricula; provides individual and group counseling around chemical dependency and related issues; coordinates with collaborative partners and coworkers in the delivery of services; manages confidentiality appropriately; participates in staff meetings and trainings; prepares reports, chart notes, and completes data collection forms in a timely, accurate manner; communicates effectively both orally and in writing with the Courts and Probation and/or other collaborative partners; performs related duties as assigned. **Addictions Counselor II** – In addition to the essential job duties noted above for Addictions Counselor I, also may assist in training and certification sign-off for interns accruing hours to become a certified alcohol/drug counselor.

EMPLOYMENT STANDARDS

Training and Experience: **Addictions Counselor I** – Requires a high school graduate or equivalent with a minimum of one year of experience (*one year* defined as a minimum of 1776 total hours of full- or part-time compensated or uncompensated work experience, in accordance with Title IX) providing alcohol and/or other drug treatment and recovery services, including both counseling and educational services. At least 24 semester units, or the equivalent, of alcohol and drug studies, psychology, counseling, social work, or a related field. Certification as a drug and alcohol counselor is preferred.

Addictions Counselor II: Requires a high school graduate or equivalent with a minimum of two years of experience (*one year* defined in accordance with Title IX above) providing alcohol and/or other drug treatment and recovery services, including both counseling and educational services. At least 24 semester units, or the equivalent, of alcohol and drug studies, psychology, counseling, social work, or a related field. Certification as a drug and alcohol counselor is preferred.

Knowledge of: Current best practices in the assessment and treatment of chemical dependency and persons with dual diagnoses in a system of care and in public sector; laws pertaining to confidentiality and care of persons with addictions.

Ability to: Communicate effectively both orally and in writing with the Courts, Probation, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle.

Special requirements: Will be required to submit to yearly tuberculosis test. Must possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment. Must possess a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation and physical examination.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, skills examination, and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case by case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.