

Substance Abuse Worker

Dept: Day Reporting Center

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled human support work providing substance abuse treatment and case management for participants, and related work as apparent or assigned. Work is performed under the moderate supervision of the Day Reporting Center Executive Director.

Qualification Requirements

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

Essential Functions

- Conducts substance abuse assessments for program participants.
- Provides regular scheduled group or individual counseling sessions.
- Provides weekly education classes.
- Establishes and maintains participant records.
- Completes data entry to maintain accurate participant information.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of individual and group counseling techniques; thorough knowledge of supportive counseling skills; thorough knowledge of substance abuse treatment strategies; thorough knowledge of consumer assessment techniques; thorough knowledge of case management activities; thorough knowledge of crisis intervention; thorough skill collecting and recording data; thorough skill facilitating individual and group counseling with substance abuse consumers; thorough skill in completing assessments and treatment plans; general skill in interviewing and assessing needs treatment; ability to work as a team member; ability to maintain consumer confidentiality and protect human rights; ability to establish and maintain effective working relationships with associates, participants and the general public.

Education and Experience

Associates/Technical degree with coursework in substance abuse, or related field and less than one year experience working as a substance abuse counselor, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires walking, tasting or smelling and repetitive motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

- Substance abuse counselor certification.
- CPR/First Aid certification.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date