

# Chemical Dependency Counselor

**Job Code**  
4034D2

**Job Title**  
Chemical Dependency Counselor

**Pay Grade**  
23

## CONCEPT:

Specialized, counseling work developing and carrying out treatment in a program designed for the recovery of chemically dependent persons by interviewing chemically dependent persons, completing assessments, conducting orientation for new admissions, and providing ongoing counseling sessions.

## TASKS:

- Interviews clients in order to complete intake assessments and social histories. Participates in developing and implementing individual treatment plans. Documents and evaluates treatment effectiveness.
- Conducts orientation for new admissions by explaining rules, client responsibilities and rights, and program expectations. Assists clients with completing forms, applications for services, job applications and other paper work.
- Assesses client strengths and weaknesses and recommends referrals to other treatment units, vocational rehabilitation programs, outpatient counseling, community placements, or work program placements.
- Works with community agencies, private hospitals, probation officers, parole officers and the courts to develop and obtain services and treatment of maximum benefit to each client.
- Conducts individual and group counseling sessions to assist clients in developing group interaction skills, establishing personal goals, understanding the recovery process and developing more effective approaches to problem solving. Helps clients realize constructive alternatives to substance abuse in dealing with cultural, social, economic and personal issues related to substance abuse. Supervises Alcoholics Anonymous meetings.
- Conducts in-house and community education by developing and presenting informative materials through films and lectures related to the issue of substance abuse.
- Reviews, evaluates and recommends new or revised policies, procedures and treatment components.

## LEVELS OF WORK

- Class Group consists of one class.

## MINIMUM REQUIREMENTS:

Four years of experience counseling in alcohol or drug abuse treatment, prevention or education programs. Education may be substituted for experience as determined relevant by the agency.

## NECESSARY SPECIAL REQUIREMENTS:

Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

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