

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: SUBSTANCE ABUSE COUNSELOR I**

Posting# 5039-1113md

### REQUIRED ATTACHMENTS:

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 30; \$1,457 bi-weekly** (plus benefits package)

**OPENING DATE:** November 6, 2013

**CLOSING DATE:** November 21, 2013

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies or grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at -** <http://www.utahcounty.gov/jobs>

### JOB SUMMARY:

Implements specific treatment plans under the direction of the Program Manager, and / or Primary Counselor, and supervises the activities and needs of clients with substance abuse concerns.

### DUTIES INCLUDE:

**Co-facilitates** individual, family and group counseling sessions according to individualized treatment plans and in accordance with professional standards.

**Presents** educational services designed to provide the client with information relative to substance abuse issues.

**Provides** screening services to determine a client's appropriateness for services; conducts interviews and identifies and assesses substance abuse or other problems using approved assessment instruments, social history and consultation with community resources.

**Supervises** case management activities; admits and releases program clients and decides client placements within the center; supervises and monitors client conduct and maintains a record of activity to document progress.

**Facilitates** psycho-educational groups.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Basic Knowledge of:** Interviewing methods and techniques, case management principles and methods, professional ethics standards, Utah State Licensed Substance Abuse Counselor scope of practice, substance abuse assessment instruments, and crisis intervention techniques.

**Basic Skill in:** The practice dimensions as defined in TAP 21 published by the Substance Abuse and Mental Health Services Administration which are clinical evaluation.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; function in an unbiased manner with individuals from diverse backgrounds; coordinate multiple tasks effectively; maintain files, records, and reports; solve problems analytically.

**Working Knowledge of:** Clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology; criminal justice system, child welfare system and mental health system.

**Working Skill in:** Treatment planning; referral; service coordination; counseling; client, family and community education; documentation; and professional and ethical responsibilities.

### REQUIREMENTS FOR EMPLOYMENT:

Bachelor's degree in social work, psychology, or a related field. Equivalent combinations of completed education and work experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSING / CERTIFICATIONS:

Must be licensed, at a minimum, as a Substance Abuse Counselor (LSAC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60). Incumbents are required to complete continuing education required to maintain licensure and must possess, or be eligible to obtain, valid State of Utah DUI certification; and incumbent is required to complete continuing education required to maintain licensure. Incumbent must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

### EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

