

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 IS BASED ON GRANT FUNDING

POSITION: SUBSTANCE ABUSE COUNSELOR AIDE

Posting# 995040-1213md

REQUIRED ATTACHMENTS TO APPLICATION:

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

STARTING SALARY: Step 18; \$13.78 per hour (plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: December 5, 2013

CLOSING DATE: December 19, 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 and 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:

Under direction, implements specific treatment plans and monitors the needs of clients with alcohol and substance abuse issues.

DUTIES INCLUDE:

Monitors client conduct and maintains records of all client activity during a shift to ensure consistency with existing policies and procedures and to inform co-workers of potential problems.

Assists in admitting and releasing all clients into or from the treatment setting.

Provides pertinent information in a structured classroom setting.

Coordinates with other agencies on possible treatment programs.

Refers clients to supportive services as necessary.

EVALUATION AND SELECTION FACTORS INCLUDE:

Ability to maintain cooperative working relationships with those contacted in the course of work activities.

Knowledge of the principles and practices of social casework and substance abuse assessment instruments.

Ability to communicate effectively verbally and in writing.

Ability to maintain files, records, and reports.

Skill in analytical problem solving.

REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a high school diploma; and two (2) years work experience requiring reporting and client assistance activities. Selected applicants may be subject to, and must pass, a full background check. **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 AND CERTIFICATION:

Incumbent must be licensable as per DOPL licensing regulations and working on a track to become licensed as a Substance Use Disorder Counselor (SUDC). 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.

