

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SUBSTANCE ABUSE COUNSELOR AIDE  
CLASS CODE: 5040  
EFFECTIVE DATE: 4/14/98 (Revised 6/22/94 version)  
MARKET POINT: Based on applicable market study  
  
DEPARTMENT: Health, Human Services

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### **JOB SUMMARY**

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

### **CLASS CHARACTERISTICS**

This is a clinical treatment assistant and trainee classification level.

### **ESSENTIAL FUNCTIONS**

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.

Conducts client screening and gathers all pertinent information regarding previous admissions and psychological and physical conditions.

Works with clients regarding abusive behavior and advises clients regarding their responsibilities under law for various behaviors.

Provides clients with information on available programs for treatment and rehabilitation and assists clients in applying for programs.

Provides pertinent information in a structured classroom setting.

Coordinates with other agencies on possible treatment programs.

### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Assists in the distribution of medication, meals, clothing, and hygiene items for the clients.

Refers clients to supportive services as necessary.

Performs duties within the Utah County jail.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of interviewing methods and techniques; Knowledge of the principles and practices of social casework and substance abuse assessment instruments; Ability to identify and assess symptoms relating to assigned treatment program; Knowledge of effective treatment programs involved in the detoxification of clients; Skill in word processing and basic programs; Ability to communicate effectively verbally and in writing; Skill in making class presentations; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; and Skill in analytical problem solving.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 20

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pounds; Use tools or equipment requiring a high degree of dexterity; and Regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases; and Work exposes incumbent to potentially hostile situations.

### **EDUCATION AND EXPERIENCE**

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.

### **LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah driver's license; and Incumbent must be licensable as per DOPL licensing regulations and working on a track to become licensed as a Substance Abuse Counselor (LSAC).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.