

Bear River Health Department
Substance Abuse Job Description

Title: Substance Abuse Clinical Counselor

Division: Logan

Grade 21 Step 1 \$22.50/hr

Description: 40 hr. per week - Benefited

Closing Date: 6/2/2017

Summary of Duties:

Under general supervision of the Substance Abuse Director performs the following types of duties: administers assessments to determine readiness for substance abuse treatment AND Mental Health Counseling and develop plans for each assigned client. Counsel's clients involved in substance abuse programs; performs individual and group therapy counseling to promote rehabilitation. Prepares and delivers substance awareness and preservation training to clients. Prepares and maintains documentation to include case histories, progress notes, treatment plans and other related items; presents findings to individuals and officials. Attends meetings and facilitates substance abuse programming; exchanges information and updates knowledge of substance abuse specialty area. Other duties as assigned.

Minimum Qualifications Education & Experience:

- Graduation from an accredited 4-year college or university with a Master's Degree in Social Science or related field (MSW, LMFT, LCSW, CPC) with a current license to provide counseling in the state of Utah
- AND
- Two (2) years of full time paid professional employment in a community counseling setting or related field.

Minimum Qualifications Necessary Knowledge, Skills & Abilities:

Considerable knowledge of substance abuse and counseling techniques and theories. Skilled in applying knowledge and theories about addictive behaviors. Must be able to develop accurate treatment plans in order to monitor client progress, complete up to date progress notes, and provide regular client correspondence for referring court parties. Prepare for and facilitate groups for substance abuse clients. Must be skilled in crisis intervention techniques, work well in team situations, meet deadlines and be able to work independently. Be able to work well under pressure, respond to multiple demands simultaneously, and coordinate efforts with the Health Department and the community. Will need to be willing to assist in the front office as needed.

Special Qualifications:

Must pass a full background check and drug screening. Must possess a valid Utah Driver License. Must be able to provide own transportation. Must be able to lift 50 pounds and be able to perform strenuous activities requiring flexibility, stamina and overall general good health. Must have a flexible schedule, available for work in the evening and/or weekends, as job requires. Maintain confidentiality of sensitive records and information. Ability to work with difficult clients and the ability to work well with other professional staff. Must have a flexible schedule, available for work in the evening and/or weekends, as job requires.

To Apply: Applications available at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on-line at www.brhd.org. Return completed application along with a resume, and transcripts to Sylvia Tello at the Bear River Health Dept. 435-792-6498