

SENIOR SUBSTANCE USE COUNSELOR

FUNCTION OF THE JOB

Under supervision, to perform senior level professional work in providing services for individuals involved in substance use programs: and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Receives referrals of clients in need of services related to substance use problems.
2. Conducts assessments of client's needs through interviews, collateral contacts and other investigations, and develops a case management plan with clients.
3. Assumes a caseload of clients, providing education and counseling services on an individual, group, and family basis.
4. Responds appropriately to substance use emergency situations and utilizes crisis intervention techniques and procedures.
5. Provides case management services in order to ensure on-going assessment and follow-through of treatment plans.
6. Maintains appropriate documentation of client contacts and consultation with other professionals.
7. Participates in various meetings, staffings and in-services; and provides consultation services to other professionals and paraprofessionals.
8. Establishes and maintains effective working relationships with clients and their families, staff, the general public, and a variety of mental health, criminal justice, community, and human services agencies.
9. Serves as a representative of the agency to the community to interpret and explain substance use problems and the available treatment services.
10. Acts as a departmental liaison, providing case management direction and supervision to providers of contracted services.
11. Prepares detailed case records and reports as required.
12. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the disease concept and progression and the objective of substance use treatment and rehabilitation programs.
2. Considerable knowledge of case management principles, practices, and methods in the field of substance use treatment.
3. Considerable knowledge of human services and health resources in the community.
4. Working knowledge of the signs and symptoms of reactions to psychotropic medications used in the treatment of mental and substance use disorders.
5. Working knowledge of electronic health record, computerized department program software, internet access, database, spreadsheet, and word processing programs.
6. Working knowledge of Wisconsin State Statutes Chapters 51 and 55, and the Wisconsin administrative rules DHS75 and DHS94.
7. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
8. Ability to utilize word processing, database, and spreadsheet programs.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

9. Ability to assess suicidality.
10. Ability to provide skilled counseling services on an individual, group, and family basis.
11. Ability to promote interest and client participation in programs developed for treatment.
12. Ability to establish and maintain effective working relationships with clients and their families, staff, the general public, and a variety of mental health, criminal justice, community, and human service agencies.
13. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
14. Ability to respond appropriately to emergency situations and to utilize crisis intervention and techniques and procedure.

Training and Experience

1. Bachelor's degree from a recognized college or university in psychology, sociology, social work, or closely related field.
2. Certification or eligibility for certification as a Substance Use Counselor or its equivalent through the Wisconsin Department of Regulation and Licensing.
3. Two (2) years of professional experience in the field of substance use counseling.
4. A master's degree from a recognized college or university in psychology, social work or a closely related field may substitute for one (1) year of the required experience.