

SUBSTANCE USE COUNSELOR

FUNCTION OF THE JOB

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

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Under supervision, to perform professional work providing services for individuals involved in substance use programs; and to perform other duties as required.
2. Makes determination of clients needs and ensures that client is referred to appropriate program.
3. Assumes a caseload of clients, coordinating and working closely with supervisor to provide 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. Coordinates services with various agencies 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. Meets with other staff members to review client treatment plans, obtain input, and monitor progress.
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 service agencies.
9. Prepares detailed records and reports as required.
10. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
11. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of the disease concept and progression and the objective of substance use treatment and rehabilitation programs.
2. Working knowledge of case management principles, practices, and methods in the field of substance use treatment.
3. Working knowledge of electronic health record, computerized department program software, internet access, database, spreadsheet, and word processing programs.
4. Working knowledge of state and federal rules and regulations related to confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the code of Federal Regulations (CFR) 42, part II.
5. Some knowledge of Wisconsin State Statutes Chapters 51 and 55, and the Wisconsin administrative rules DHS75 and DHS94.
6. Some knowledge of signs and symptoms of reactions to psychotropic medications used in the treatment of mental and substance use disorders.
7. Ability to utilize word processing, database, and spreadsheet programs.
8. Ability to assess suicidality.
9. Ability to provide skilled counseling services on an individual, group, and family basis.
10. Ability to promote interest and participation in programs developed for treatment.
11. Ability to establish and maintain effective working relationships with clients and their families,

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

staff, the general public, and a variety of mental health, criminal justice, community, and human service agencies.

12. 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.
13. Ability to respond appropriately to emergency situations, and utilize crisis intervention techniques and procedures.
14. Ability to utilize WIS-U.P.C. or ASAM.

Training and Experience

1. A 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 in training or its equivalent through the Wisconsin Department of Regulation and Licensing.