



Office of Human Resources
Addictions Counselor Lead - CO2673

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General Statement of Duties

Performs regularly assigned lead work over addiction counselors including providing clinical supervision to addiction counselors, reviewing and checking client charts/paperwork, conducting individual and group counseling sessions, and developing and implementing client treatment plans.

Distinguishing Characteristics

This class performs regularly assigned lead work over addictions counselors. This class is distinguished from the Addictions Counselor, Level III that performs full performance level work that requires a Level III - Certified Addiction Counselor Certificate. Duties include performing intake and assessment, conducting individual and group counseling/education for substance abuse clients, developing and implementing client treatment plans, referring clients to appropriate programs and/or services, and providing clinical supervision to other addictions counselors.

Level of Supervision Exercised

Performs regularly assigned lead work over addictions counselors.

Essential Duties

Performs lead work functions over addictions counselors including participating in work planning, determining priorities for the work unit, providing technical guidance and direction in unusual and non-standard situations, reviewing and checking client charts/paperwork to ensure standards are met and procedures followed, and providing clinical supervision to addictions staff.

Conducts intake interviews with clients to ascertain substance abuse dependence, mental health/daily living issues, and severity of problems, develops and implements the treatment plan and goals in conjunction with the client, and records observations of client's behaviors in order to chart their progress towards meeting treatment goals and to maintain up-to-date records on client's progress through the treatment process.

Provides individual and group counseling/education to clients in order to assess a client's motivation for treatment, assist clients in the recovery process, and optimize client outcomes, discusses alternative methods of coping with stress, anxiety, and other issues, and utilizes support systems to assist in the recovery process including family members and/or friends.

Prepares records, reports, progress notes, and summaries in accordance with state and federal standards and departmental policies and procedures.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the theories and practices of counseling and case management sufficient to be able to perform the duties related to the work assignment.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience at the type and level of Addictions Counselor, Level III.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Possession of a Level III Certified Addiction Counselor Certificate issued by the State of Colorado, Department of Regulatory Agencies – Office of Licensing at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Contact with patients under wide variety of circumstances.
Potential exposure to infections and contagious disease.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Potential exposure to unpleasant patient or unit elements.
Handles absentee replacement on short notice
Handles emergency or crisis situations
Requires judgment/action which could result in death of patient.
Subject to long irregular hours.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sounds by the ear.
Sitting: remaining in the normal seated position.
Standing: remaining on one's feet in an upright position.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Accommodation: ability to adjust vision to bring objects into focus.
Depth Perception: ability to judge distance and space relationships.
Far acuity: ability to see clearly at 20 feet or more.
Field of Vision: ability to see peripherally.
Near acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check
Employment Verification
Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: