

UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606

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*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail.*

*All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

Must be available to work Noon - 9 PM Monday - Thursday

**POSITION: COUNSELOR I - aDDAPT Youth Treatment Program**

Posting# 5039-0615Bmd

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 30, \$18.21 per hour, \$1,457 bi-weekly plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** June 8, 2016

**CLOSING DATE: \*Open until filled**

**\*All applications received by June 22, 2015** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview.

The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

***The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months***

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Assesses individual consumer needs, facilitates the provision of appropriate services, and monitors the progress of individual participants. Incumbents may be assigned to one or more functional areas within the department as needed. Work is performed under close to general supervision of a Program Coordinator or Manager.

### DUTIES INCLUDE:

**Co-facilitates** individual, family and group counseling sessions according to individualized treatment plans and in accordance with professional standards.

**Develops** and supervises the drug and alcohol life skills education component of the treatment program.

**Develops** comprehensive treatment plans in conjunction with the primary counselor.

**Supervises** case management activities; admits and releases program clients and decides client placements within the center; supervises and monitors client conduct and maintains a record of activity to document progress.

**Facilitates** psycho-educational groups.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Working Knowledge of:** interviewing methods and techniques, case management principles and methods, professional ethics standards, Utah State Licensed Substance Abuse Counselor scope of practice, substance abuse assessment instruments, and crisis intervention techniques; clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology; criminal justice system, child welfare system and mental health system; federal, state and local ordinances and policies regarding therapeutic issues.

**Working Skill in:** the practice dimensions as defined in TAP 21 published by the Substance Abuse and Mental Health Services Administration which are clinical evaluation; treatment planning; referral; service coordination; counseling; client, family and community education; documentation; and professional and ethical responsibilities.

**Ability to:** work under minimal supervision.

### REQUIREMENTS FOR EMPLOYMENT:

Bachelor degree in Social Work, Psychology, Sociology, or a related field. Equivalent combinations of completed education and work experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Must be licensed, at a minimum, as a Substance Use Disorder Counselor (SUDC) or Social Service Worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60). Incumbents are required to complete continuing education required to maintain licensure.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

