

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

POSITION: COUNSELOR AIDE

Posting# 5040-0215md

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 18, \$1,102 bi-weekly - \$13.78 per hour *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: January 21, 2015

CLOSING DATE: February 4, 2015

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:

Under close supervision of a Counselor I or II and general supervision of a Program Manager, implements specific treatment plans and monitors the needs of clients with alcohol and substance abuse issues.

DUTIES INCLUDE:

Monitors client conduct and maintains records of client activity during shift to ensure consistency with existing policies and procedures and to inform co-workers of significant client behavior.

Assists in admitting and releasing clients into or from the treatment setting. Gathers pertinent information regarding previous admissions and psychological and physical conditions.

Transports clients to program activities, such as AA Meetings, Service Projects and other activities.

Works with clients regarding abusive behavior and advises clients regarding their responsibilities under law for various behaviors.

Assists in the distribution of medication, meals, clothing, and hygiene items for the clients.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Principles and practices of social casework and drug and alcohol assessment instruments; Interviewing methods and techniques and Effective treatment programs involved in the detoxification of clients.

Skill in: Word processing, basic programs, and document composition; Making class presentations and Analytical problem solving.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; Identify and assess symptoms relating to assigned treatment program; Communicate effectively verbally and in writing; Maintain files, records, and reports; Coordinate multiple tasks efficiently; Work with diverse populations and Manage and identify situations with safety concerns.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent GED. A combination, totaling two years, of education in Human Services or another related field and related paid or volunteer work experience. Preference may be given to applicants with Peer Support Certification. **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:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

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.