

**UTAH COUNTY DEPARTMENT OF DRUG AND ALCOHOL PREVENTION TREATMENT  
HAS THE FOLLOWING POSITIONS AVAILABLE:**

**Counselor I (Access to Recovery Program) – Part Time Non Benefitted Position  
Hourly Wage: \$14.00**

**Hours:** Monday, Wednesday, Friday – 9:00am-1:00pm  
Tuesday, Thursday - 2:00pm - 6:00pm  
**Location:** Utah County Health & Justice Building  
151 S. University Avenue  
Suite 1500  
Provo, UT

**Primary Function:**

**Provide day to day case management/ substance abuse counseling services for clients in the Access to Recovery Program.**

**Job Duties and tasks:**

1. Customer service related to substance abuse clients.
2. Computer skills and electronic communications.
3. Manages and maintains appointments and schedule.
4. Perform intakes, and orientation meetings.
5. Communication with providers , vendors, etc....
6. Case management duties including data collection, vouchers.
7. Facilitate educational groups.
8. Team oriented able to work well with others.

**Education:**

- Must be a Certified, Licensed, or Licensed Advance Substance Abuse Counselor.
- Must be able to work effectively with substance abuse clients.
- Excellent communication and interpersonal skills.
- Knowledge of community support resources
- Self-starter with good follow through.
- Ability to work with minimal supervision.

**If you are interested in a position, please complete a Utah County Employment Application and email [christyl@utahcounty.gov](mailto:christyl@utahcounty.gov). Please note the position at the top of the application. For additional questions, please contact Christy Long at (801) 851-7134.**