

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COUNSELOR AIDE
CLASS CODE: 5040

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/14/2014 (REVISED 4/14/1998 VERSION)
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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.

ESSENTIAL FUNCTIONS

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.

Provides clients with information on available programs for treatment and rehabilitation and assists clients in applying for programs. Coordinates with other agencies on possible treatment programs.

Assists in referring clients to supportive services as necessary.

Provides pertinent information in a structured classroom setting.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

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

Skill in:

- Word processing, basic programs, and document composition.
- Making class presentations.
- 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.
Manage and identify situations with safety concerns.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; drives/transport clients in a motor vehicle.

Occasionally: lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building, typically at the Utah County Security Center (jail), Foothill Treatment Center, or the Outpatient Facility. Work may expose the incumbent to contagious or infectious diseases, and potentially hostile situations. Work may require working holidays, weekends, and a variety of shifts.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

- 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 must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants are subject to, and must pass, a full background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.