



Counselor Aide

Job Description

Department: Drug and Alcohol Prevention and Treatment
Position: Career Service
Starting Step: 18, Table 14
Supervisory: No
Reports to: Program Manager - aDDAPT

Summary

This role implements specific treatment plans and monitors the needs of clients with alcohol and substance abuse issues. Work is performed under close supervision of a Case Manager I or II and general supervision of a Program Manager–aDDAPT.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Monitor client conduct and maintain records of client activity during shift to ensure consistency with existing policies and procedures and to inform co-workers of significant client behavior.
2. Assist in admitting and releasing clients into or from the treatment setting. Gather pertinent information regarding previous admissions and psychological and physical conditions.
3. Transport clients to program activities, such as AA Meetings, Service Projects and other activities.
4. Work with clients regarding abusive behavior and advise clients regarding their responsibilities under law for various behaviors.
5. Provide clients with information on available programs for treatment and rehabilitation and assists clients in applying for programs. Coordinate with other agencies on possible treatment programs.
6. Assist in referring clients to supportive services as necessary.
7. Provide pertinent information in a structured classroom setting.
8. Assist 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

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Class Code: 5040

Class Title: Counselor Aide

FLSA: Non-Exempt

Effective Date: 9/29/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Knowledge of interviewing methods and techniques
Knowledge of effective treatment programs involved in the detoxification of clients
Skilled in word processing, basic programs, and document composition
Skilled in making class presentations
Skilled in analytical problem solving
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to identify and assess symptoms relating to assigned treatment program
Ability to communicate effectively verbally and in writing
Ability to maintain files, records, and reports
Ability to coordinate multiple tasks efficiently
Ability to work with diverse populations
Ability to manage and identify situations with safety concerns

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional treatment setting, typically at the Utah County Security Center (jail), Foothill Treatment Center, or the Outpatient Facility. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to contagious or infectious diseases, and potentially hostile situations. This position regularly drives a motor vehicle to transport clients to locations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work.

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Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Work may require working holidays, weekends and a variety of shifts.

Required Education and Experience

1. High school diploma or equivalent

Preferred Education and Experience

1. Related volunteer or work experience
2. Peer Support Certification

Additional Eligibility Qualifications

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

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

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HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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