

**MENOMINEE COUNTY HUMAN SERVICES DEPARTMENT**

**JOB POSTING**

**POSITION: CERTIFIED SUBSTANCE ABUSE COUNSELOR**

**SALARY: Pending qualifications / certifications**

**DEADLINE DATE: Until Fulfilled**

If interested, a County application must be received.

**APPLICATION PROCESS:** All applicants MUST complete an application for employment form.

**A COMPLETE application includes:**

- Menominee County Employment Application (Applications can be picked up at the Reception desk or mailed to you upon request (call 715-799-3861) or found online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us))
- Current Resume should be included with your application
- Copies of any degrees, licenses, and certifications must be submitted with application
- Copy of valid current Wisconsin Driver’s license must be submitted with application
- Copy of valid automobile insurance must be submitted with application
- Two professional letters of reference and one personal letter of reference submitted with the application or at time of interview

Individuals who meet the qualifications for the position **and** have submitted a complete application will be notified to participate in the interview process, which could include multiple interviews.

Please call 715-799-3861 if you have any questions.

**BENEFITS:** To see a summary of Menominee County’s benefits, visit Menominee County’s website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the “Career Opportunities” tab appearing in the left margin of the home page.

***SUBMIT ALL REQUIRED INFORMATION TO:***  
**MENOMINEE COUNTY HUMAN SERVICES DEPT.**  
**PO BOX 280**  
**KESHENA, WI 54135**

**Telephone: (715) 799-3861      Fax :( 715) 799-3517**

EQUAL OPPORTUNITY EMPLOYER – AFFIRMATIVE ACTION

**JOB DESCRIPTION**

<b>TITLE:</b> <u><b>CERTIFIED SUBSTANCE ABUSE COUNSELOR</b></u>	<b>CLASSIFICATION:</b> <u>Professional - Exempt status</u>
<b>DEPARTMENT:</b> Human Services Dept.	<b>DIVISION:</b> CLINICAL
<b>SALARY:</b>	<b>EMPLOYMENT:</b> Regular Full Time - exempt

<b>SUPERVISION RECEIVED:</b> CLINICAL BEHAVIORAL HEALTH PROGRAM MANAGER	<b>SUPERVISION EXERCISED:</b> NONE
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**POSITION SUMMARY:**

This position will work primarily with youth, with potential to work with adults as need arises. The position provides substance abuse assessment, referral and outpatient treatment to assigned individuals and groups and will be responsible for provision of Intensive Outpatient Program (IOP) services to youth and/or adults. Services may include, but not limited to: screening, case planning, court services, Intoxicated Driver Program (IDP) and safety plans, after-care, intervention, crisis response, outreach,

prevention, referral and collaboration with other community resources. This position requires flexibility in work hours to meet consumers' needs and serves on the Department's 24 hour on-call network and daytime unit coverage on a rotation basis.

**MINIMUM QUALIFICATIONS:**

- Certified by the Wis. Department of Safety and Professional Services as a Substance Abuse Counselor 9SAC or Clinical Substance Abuse Counselor 9CSAC. Certification as an Independent or Intermediate Clinical Supervisor is preferred.
- Direct service experience and/or knowledge of dual diagnosis (substance abuse and mental health services), preferred.
- Certified to perform IDP (Intoxicated Driver Program) assessments and driver safety plans, or able to obtain certification within 12 months of hire.
- Experience in computer operations, software usage, and data entry, preferred.
- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements on a continual basis; must have a good driving record.
- Must be available to respond to crisis and outreach at various locations county wide, work evening hours and weekends, and work flexible hours as needed to support programs and complete tasks .
- Must possess and maintain a personal/home telephone.
- Proof of any education, training or experience is required. (A copy of any will need to be submitted prior to hiring).
- **Special Note:** Background check(s) will be conducted as part of the hiring process to determine whether the circumstances of any conviction or pending charge may be related to the job being filled.

**NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of principles, theories and trends concerning substance abuse, mental illness, psychopharmacology and addiction treatment and recovery based services and knowledge or experience in dual diagnosis.
- Knowledge of and ability to perform the core functions of substance abuse counselors as specified in the WI Administrative Code, Chapter SPS 160.02 (10).
- Knowledge of Trauma Informed Care principles, preferred.
- Understanding of roles and functions of court systems, preferred.
- Knowledge of Ethics and Boundaries and Professional code of conduct.
- Knowledge of resources, organizations and agencies that can provide services and resources.
- Work independently with sound organizational, problem-solving, multi-tasking, prioritizing, and decision-making skills.
- Utilize appropriate and sensitive discretion in dealing with confidential/sensitive materials, and communications.
- Apply professional communication skills effectively orally and in writing and ability to follow instructions.
- Establish good working relationships with others and to work effectively and collaboratively with a diverse array of professional disciplines and personalities, maintaining a high level of professionalism.
- Cope with time-pressured deadlines and successfully adapt to changes.
- Skill in office terminology, practices, security, and office equipment.
- Utilization of Business English, spelling, grammar and general mathematical skills.
- Drive in and out of County as needed to carry out responsibilities and to attend training/meetings.

**ESSENTIAL DUTIES: These duties are not to be construed as exclusive. Other duties may be required or assigned**

- Educate clients, families, service providers and community partners about the purpose, process and goals of programs. Explains and documents client understanding of expectations and responsibilities, confidentiality/HIPAA, mandated reporting requirements, treatment costs, policies, grievance procedures and client rights.
- Provide outpatient clinical treatment services in individual, group and IOP format, which consist of conducting assessments, rehabilitation and support services to individuals, referrals to resources, and advocacy, as needed.
- Develop strength based and trauma informed treatment plans in collaboration with clients. Ensure goals are measurable and stated in the clients' own words.
- Ensure documentation of psychological, social, and physiological signs and symptoms of substance abuse and dependence, mental health disorders and trauma, in accordance with current DSM.
- Establish and maintain a caseload as assigned; maintain certification requirements to function as Certified Substance Abuse Counselor and/or Certified Clinical Supervisor.
- Maintain compliance with HFS 62 (Administrative Code), Assessment Of Drivers With Alcohol or Controlled Substance Problems; including necessary support groups and education.
- Provide prevention services that will provide youth with resources to cope with stressful situations and avoid unhealthy behaviors.
- Provide written/oral reports for court, testimony and perform any other court-related duties as necessary.
- Serve on the rotation schedule for on-call crisis response, including functions of Emergency Mental Health (including substance abuse), Child and Adult Protective Services, Energy Assistance, and other program areas.
- Serve as unit coverage on rotation during business hours to respond to crises, assist clients when their regular provider is unavailable and provide backup to the Access Worker when needed.
- Maintain an understanding of policies, procedures, laws, administrative codes, and abide by all confidentiality laws.
- Prepare reports, records, and other necessary paperwork within specified time frames.
- Maintain concise and confidential records and to support program mandates and certification, prevent any disallowed funding, and provide assistance during audits.
- Determine and review any potential reimbursement by third-party payers. Follow Wisconsin Medicaid's medical record documentation requirements. Bill all allowable services and submit billing as directed.
- Ensure state reporting system forms and data collection are completed on a timely basis.
- Represents the agency through interaction/consultation with various resources and the community.
- Promote continuity of care and community involvement; participates in community planning.
- Maintain communication and working relationships and work as a member of a team with other providers to ensure unified service provision; identify barriers and ways to improve coordination of services.
- Participate in aspects of emergency government for the community.
- Identify and access all external and internal physical, financial, and human resources available. Work to develop needed resources.
- May be requested to provide public awareness and education and in the publishing and distribution of articles, newsletters and service announcements.

- Receives guidance and direction from immediate supervisor in assignments, tasks and overall performance.
- Participate in internal meetings, task forces, and community groups/committees, including Board meetings as directed.
- Attend professional development activities as agreed to by immediate supervisor.

**PHYSICAL DEMANDS:** To perform and function in situations encountered in a normal office setting. No physical limitations that would impair mobility or restrict ability to lift and/or move up to 10/15 pounds and occasionally lift and/or move up to 25/30 pounds; sit down/get up or bend/stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information; operate/drive a car; requires manual dexterity sufficient to operate standard office equipment and drive in all kinds of weather.

No limitations that would impair or restrict ability to hear and understand communication or to communicate with others, to comprehend oral or written instructions, and to read manuals, forms, and other documentation.

Specific vision abilities required by this job include close, distance, color vision, peripheral vision, depth perception and ability to adjust focus. No limitations that would impair or restrict ability to make visual observations, i.e. observe home conditions, client's health and safety, verbal/nonverbal cues, possible hostile/confrontive situations, discriminate different shades of color.

While performing the duties of this job, employee may occasionally be exposed to wet and/or humid conditions, outside weather conditions and heat.

**MENTAL DEMANDS:** Must be able to analyze many variables and choose the most effective course of action for the Organization at any given point in time. Must make effective decisions. Personal maturity is an important attribute. Must relate and interact with people at all levels. Must have ability to maintain professional boundaries.

Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must be culturally sensitive.

Stressful factors include the on-going intensity of involvement with consumers, the public, personnel and complaints/grievances.

**PERSONAL CHARACTERISTICS:** Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings and ideas; a willingness to give and sustain help; dependable, reliable, flexible, have integrity, insight, imagination, and creativity.

**AUTHORITY:**

THIS POSITION DESCRIPTION IS AN ILLUSTRATION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION AND IS NOT INTENDED TO BE ALL-INCLUSIVE.

BOARD RESERVES THE RIGHT TO ADD OR REMOVE DUTIES AND TO ASSIGN OTHER DUTIES AS NECESSARY.