MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION

Position Title:	**Department:**	**Division/Section:**
AODA Counselor	Human Services	Behavioral Health
Classification:	**Wage:**	**Supervisor:**
Full-Time; Exempt	$52,432 - $61,131	Behavioral Health Manager
Supervision Exercised:	**Posting Date:**	**Deadline Date to Apply:**
None	08/31/26	09/14/2026

Position Summary:
The AODA Counselor will be responsible for providing individual, group, and family substance abuse education, treatment services, and intoxicated driver program facilitation. Counselors will be expected to engage clients in treatment and ensure that they are linked with community support and receive wraparound services and an impaired driving program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Orientates participants/ consumers, service providers, and the community on the nature and goals of substance abuse services.
- Develop and initiate an individual plan of treatment/case plan with consumer and/or family participation that is best for the individual. Case/treatment plans are to be expressed in behavioral terms that provide measurable indices of performance, planned intervention, and mechanics of intervention. Evaluate the case/treatment plan on an ongoing basis making revisions as necessary or required with consumer and/ or family participation.
- Provide prevention services that will provide people with the resources necessary to confront stressful life conditions and avoid behaviors that could result in negative physical, psychological, or social outcomes; activities designed to be implemented before the onset of problems as a means to prevent substance abuse or its detrimental effects from occurring.
- Conduct assessments, which include clinical findings, and diagnosis. Ability to perform IDP Assessments and driver safety courses (Intoxicated Driver Program)
- Ensure documentation of psychological, social, and physiological signs and symptoms of abuse and dependence, mental health disorders, and trauma, under DSM-V
- Encourage family involvement in local social, recreational, employment, and educational activities
- Available for on-call and after-hours coverage.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Requires an Associate's degree in Human Services, Social Work, or its equivalent with additional advanced education in the Human Service/ Behavioral Science field and the ability to obtain a Substance Abuse Counselor in Training License within 30 days of employment
- C-SAC or SAC-IT certification
- Experience working in the AODA field and in providing AODA prevention/intervention services. Any equivalent combination of training, advanced education, and experience in AODA, which provided the required capabilities may be considered in lieu of direct job experience
- Direct experience working in the AODA/Behavioral Health field for one year is preferred.
- Direct teaching experience providing AODA education is preferred
- Must submit to and pass a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- **Reports/Records:** Develop and maintain efficient, timely, and accurate completion of required records, reports, and other necessary paperwork within specified time frames according to statutory rules,

regulations, court duties as required, other controls affecting the agency, and present reports verbally and/or written, as requested.

- **Physical Demands:** Ability to lift up to 25 pounds, stand, bend, sit, kneel, reach, stoop. Frequently climb flights of stairs; sit for several consecutive hours
- **Working Conditions:** Operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict the 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. No limitations that would impair or restrict the ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discriminate different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute an employment contract.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of College Transcripts (official "stamped" copies due prior to start date if offered the position);
- Copy of current resume
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.
Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.