

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
POSITION DESCRIPTION**

<b>Position Title:</b> AODA Counselor	<b>Department:</b> Behavioral Health Unit	<b>Division/Section:</b> Menominee County Human Services Department
<b>Classification:</b> Professional	<b>Salary:</b> \$38,771.20- \$57,595.20	<b>Supervisor:</b> Shannon Wilber, Executive Director
<b>Supervision Exercised:</b> N/A	<b>Posting Date:</b> October 25, 2021	<b>Deadline Date to Apply:</b> October 29, 2021
<b>Position Summary:</b> The AODA Counselor will be responsible for providing individual, group and family substance abuse education, treatment services and intoxicated driver program facilitation. This includes the conducting of a comprehensive assessment for intoxicated driving program, psychosocial, substance abuse history and development of a Treatment Plan in accordance with requirements under HFS 75.13. Counselors will be expected to engage clients in treatment and ensure that they are linked with community supports and receive wraparound services, and impaired driving program.		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Orientates participants/consumers, service providers, community as to the nature and goals of substance abuse services.
- Conduct assessments, which include clinical findings, and diagnosis.
- 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.
- Conduct assessments, which include clinical findings, and diagnosis.
- Empower consumers and/or family members to become involved in activities designed to reduce isolation and to establish support systems by assisting in locating and using appropriate community resources (. Encourage family involvement in local social, recreational, employment, and educational activities).
- Ensure documentation of psychological, social, and physiological signs and symptoms of substance abuse and dependence, mental health disorders, and trauma, under DSM-V.
- Ensure that any transfers or changes in the level of care and/or services are included in the case record
- 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.
- Resolve disputes or questions arising from the operation of the program; utilizing appropriate grievance procedures.
- Agree to and comply with all company policies and procedures as outlined in the employee handbook, including how to handle patient grievances, proper intake procedures, staff meeting requirements and general code of conduct
- Ability to perform IDP Assessments and driver safety courses (Intoxicated Driver Program)
- Must be part of on- call rotation
- Other duties as assigned.

### **NECESSARY KNOWLEDGE/SKILLS/ABILITIES:**

- Alcohol and Drug treatment and education.
- Community resources.
- Working knowledge of mental illness, and other health and human service programs.
- Affirmative Action, Civil Rights, Patient Rights.
- Knowledge in charting programs, and client record keeping programs.

### **MINIMUM QUALIFICATIONS:**

- 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.
- 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 provides the required capabilities may be considered in lieu of direct job experience.
- Direct experience working in AODA/Behavioral Health Field of one year is preferred.
- Direct teaching experience providing AODA education is preferred.
- Experience, education, or training in working with children, youth and/or families is preferred.
- Professional communication, writing, organizational and interpersonal skills.
- Experience in working with Computers, PowerPoint, and data entry is preferred.
- Possession of a valid Wisconsin Driver's license and access to an owned, insured vehicle and provide evidence of meeting such requirements.
- Must possess and maintain a home telephone.
- Availability to work unscheduled hours as workload dictates.
- Proof of any education, training or experience is required.

### **REPORTS/RECORDS: OPTIONAL DEPENDING ON POSITION**

- Collect baseline data and post-discharge data to meet state requirements and document the effectiveness of the program.
- 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, and other controls affecting the Agency, and present reports verbally and/or written, as requested
- Provide testimony, written/oral reports, and perform any other court-related duties as required
- Maintain and ensure security and confidentiality of all consumer/treatment records and maintain an orderly accurate filing system
- Follow Wisconsin Medicaid's medical record documentation requirements and covered services as they apply to bill procedures for respective programs/services.
- Write and maintain progress notes that document significant events that are related to a consumer's treatment and assessments and that contribute to an overall understanding of the individual's ongoing level and quality of functioning.
- Submit timely and accurate mileage reports, daily logs, and any other forms under policies and procedures.
- Ensure compliance with Human Service Reporting System (HSRS) and other State and Agency reporting systems

### **CONTACTS/RELATIONSHIPS/LIAISON: OPTIONAL DEPENDING ON POSITION**

- Promote the establishment of a shared set of values that collectively drive the work of Menominee County Human Services Department.
- Maintain knowledge of community resources and assist consumers in utilizing resources. Work to develop needed resources.
- Maintain communication and working relationships, work as a member of a team to ensure unified service provision.
- Provide ongoing public awareness and education and gather public input.

**TRAINING/MEETINGS: OPTIONAL DEPENDING ON POSITION**

- Participate in required number of hours of orientation as specified for respective programs per Wisconsin State Statute.
- Attend regular staffing with management to discuss the program and changes or additions needed.
- Participate in joint treatment planning/recovery sessions, and attend clinical consultations/supervision, as directed, including participation in regular supervision with supervisor to review and discuss assignments, issues, performance, etc.
- Participate in internal meetings within the Behavioral Health Unit and other regular assigned meetings, as directed.

**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 carry a minimum of 10/20 pounds and occasionally lift and/or move up to 20/25 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; requires manual dexterity sufficient to operate standards office equipment.

**MENTAL DEMANDS:** Personal maturity is an important attribute. Must relate and interact with people at all levels. Must be culturally sensitive.

**PERSONAL CHARACTERISTICS:** Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings & ideas; a willingness to give and sustain help; dependable, reliable, flexible, 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. EXECUTIVE DIRECTOR AND/OR BOARD RESERVES THE RIGHT TO ADD OR REMOVE DUTIES AND TO ASSIGN OTHER DUTIES AS NECESSARY.

**BACKGROUND CHECK REQUIREMENTS:** A thorough background check 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. Confidentiality is mandatory in all aspects of the job. Candidate selected for hire will be subject to a drug test and employment will be contingent on the results of said test.

**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.

**APPLICATION PROCESS:** A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant’s Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us));
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of college transcripts (official “stamped” copies due prior to start date if offered the position);
- Copy of valid Wisconsin Driver’s License and proof of vehicle insurance.

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

Or email complete packet to [lonat@co.menominee.wi.us](mailto:lonat@co.menominee.wi.us)  
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.*