

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Chemical Dependency Counselor

Class Code: 50112

Pay Grade: GH

A. Purpose:

Counsels chemically dependent clients and develops recovery programs based on individual treatment plans to aid and direct clients in developing an understanding of chemical dependency and develops treatment plans to facilitate effective methods of creating behavior modification and drug-free life-style programs.

B. Distinguishing Feature:

Chemical Dependency Counselor conducts counseling sessions with individuals, groups, and families; creates treatment plans; maintains and monitors client progress records; participates in staffing to screen or review clients; conducts follow-up activities with clients and other agencies; and serves as liaison between program and court or social services and community recovery programs and facilities.

Chemical Dependency Supervisor supervises and conducts therapy sessions, reviews treatment plans, assigns and evaluates work of treatment and counseling staff, and analyzes and generates reports on program statistics.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Conducts counseling and therapy sessions to aid clients in developing an understanding of chemical dependency and admitting and assuming responsibility for their problems with addiction.
2. Develops individual treatment plans and assists in developing after care plans to incorporate therapeutic methods and tasks into an effective program that meets the clients' needs.
3. Compiles and produces progress notes, summary reports, and other forms to document client information according to requirements and standards set by the institution and other social service or legal agencies.
4. Facilitates and supervises recovery program techniques and activities to provide clients with access to groups, materials, and information to aid in their recovery program.
5. Serves as liaison between the institution and community recovery organizations and programs to maintain communications regarding client activities and needs and provide community resources for clients in recovery programs within the institution.
6. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a Chemical Dependency Supervisor or a Human Services Program Specialist I and typically does not supervise.

E. Challenges and Problems:

Challenges include counseling and motivating chemically dependent clients to deal with and take responsibility for their problems and addictions. This involves dealing with clients who are dishonest, manipulative, or resistant to rules and treatment plans. Also challenging is determining the most appropriate methods to incorporate into each client's treatment.

Typical problems include dealing with conflicts with or between clients, preparing required reports and forms while meeting clients' counseling needs within restrictive time frames, and preparing pertinent materials for lectures and sessions.

F. Decision-making Authority:

Decisions include assessing clients and determining the need for and type of counseling sessions, selecting therapeutic tasks, setting procedures and rules for group meetings, referring clients for spiritual or vocational guidance, and dealing with minor client problems.

Decisions referred include determining and approving program curriculum and treatment plans, approving medical or psychological assessments and client acceptance or discharge from program, and dealing with disciplinary and security measures for clients with severe or dangerous problems.

G. Contact with Others:

The incumbent has daily contact with chemically dependent clients to provide counseling and therapy; staff to co-facilitate sessions; and court services workers, social services agencies, and clients' families to obtain information, provide progress information, and plan treatment or after care programs. The incumbent also has contact with alcoholics and narcotics anonymous groups to arrange outside speakers and obtain recovery materials.

H. Working Conditions:

This position works in a correctional facility, psychiatric hospital, or developmental center and involves direct and frequent contact with potentially unstable and violent clients and exposure to a variety of communicable diseases.

I. Knowledge, Skills and Abilities:

Knowledge of:

- social, behavioral, psychological, and physical effects of chemical dependency;
- individual, group, and family therapy techniques;
- community resources for the treatment and rehabilitation of chemically dependent clients;
- criminal thinking patterns;
- inmate, psychiatric, or developmentally disabled population.

Ability to:

- identify symptoms of alcohol and/or drug abuse;
- gather, interpret, report, and use information concerning patients;
- establish and maintain effective interpersonal counseling relationships with clients;

- formulate treatment plans and make recommendations on patient care;

J. Licenses and Certification:

Successful applicants must possess or apply for recognition as a Chemical Dependency Counselor Trainee through the South Dakota Chemical Dependency Counselor Certification Board (SDCDCCB) within 10 days from the date of hire and shall be recognized as a Chemical Dependency Counselor Trainee before performing the duties of a Chemical Dependency Counselor. Trainees must meet all requirements for certification per SDCDCCB by the end of their recognition period.