

DESCRIPTION: Under direct supervision, as part of a program for both training and productive work, provides limited treatment services to chemically dependent clients of a state owned/operated facility. Employees of this class follow established procedures and policies with detailed instructions provided for difficult cases and new procedures. Supervisor is available for consultation in difficult cases; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed.)

This is the first level in a series of three classes (Treatment Specialist, Counselor & Counselor Supervisor). Incumbents of this class must complete the core courses [identified in the Minimum Qualifications section] and are working to obtain a Provisional license while the Counselor level is fully licensed. At this level, all work is reviewed by a licensed counselor, mental health practitioner or psychologist. The Counselor Supervisor is fully licensed and responsible to supervise (administratively and clinically) the Counselors and Treatment Specialists.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs screening of new clients to determine chemical dependency program needs and interests. Proctors and scores testing/screening instruments.

Provides client orientation to the program (stating expectations of performance and behavior, reviewing syllabus, reviewing limitations of program and highlights of program, etc.).

Develops lesson plans and learning objectives to meet the deficiencies and needs demonstrated by the client in his/her behavior.

Lecture delivery.

Facilitates class and group discussions over learning objectives or other client questions.

Assesses client progress as compared to their individual learning objectives.

Maintains/manages the roster of clients assigned to classes.

Documents progress, attendance, discussions, etc. and maintains necessary files and reports for each client in caseload.

Participates in the collection of information and provides input for a client's treatment planning process.

Attends staff, reclassification, and disciplinary committee meetings, and provides input as to client progress and procedural changes.

Participates in seminars, programs, workshops and other training sessions dealing with chemical dependency.

Participates with any licensed or certified person in their delivery of services.

Participate in Supervised Practical Training of the 12 Core Functions while under the direct on-site supervision of a Licensed Alcohol and Drug Abuse Counselor (LADC).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: core functions of alcohol and drug counseling; general counseling theories and methods adapted to specific addiction theory and research for the express purpose of treating any alcohol or drug abuse, dependence or disorder; signs/symptoms of alcohol and drug abuse, dependence and disorders; physical and mental problems of clients with alcohol and drug abuse, dependence or disorders; communication techniques; community programs and organizations related to chemical dependency; federal, state, and institutional policies, procedures, rules and regulations.

Ability to: communicate effectively; develop good working relationships with institutional staff and clients; present information in an organized fashion; keep accurate and organized records; learn to diffuse anger and manage conflict among/between clients; learn state, agency and facility policies/procedures and rules/regulations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request such in advance.)

High school education or equivalent.

LEGAL REQUIREMENTS:

Minimum of high school education or equivalent required by the licensing laws under the Alcohol and Drug Counseling Practice Act (Nebraska Revised Statutes, Chapter 38, Sections 38-301 to 38-321). [PLADC]

SPECIAL NOTES:

Must complete the following core courses within 18 months of hire:

- 1) Counseling theories and techniques
- 2) Group counseling
- 3) Human growth and development
- 4) Professional ethics and issues
- 5) Alcohol/drug assessment, case planning and management
- 6) Multicultural counseling
- 7) Medical and psychological aspects of alcohol/drug use, abuse and addiction
- 8) Clinical treatment issues in chemical dependency

Must be working towards full licensure as LADC.

At the Department of Correctional Services, successful applicants will undergo a thorough background check, medical screening and drug test. Upon hire, will be required to successfully complete a six-week pre-service training program.

Employees in this class at Department of Correctional Services are subject to random drug testing.

State agencies are responsible to evaluate each of their positions to determine overtime eligibility standards as required by the Fair Labor Standards Act (FLSA).