

Open: 00/00/00

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POSITION DESCRIPTION

POSITION: Alcohol/Drug Counselor

RESPONSIBLE TO: Clinical Supervisor

SALARY: Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Non-Management, Regular, Full-time

LOCATION: Klamath Alcohol and Drug Abuse
310 South 5th Street
Klamath Falls, OR 97603

INTRODUCTION

The Alcohol/Drug Counselor will provide intensive Alcohol and Drug counseling for the KADA Inc. Outpatient Program.

MAJOR DUTIES & RESPONSIBILITIES

1. Counsel and aid individuals requiring assistance with substance abuse problems and dual diagnosis issues.
2. Conduct evaluations; review records, and confer with other professionals to evaluate condition of clients.
3. Formulate programs for treatment and rehabilitation of clients using knowledge of dual diagnosis problems and counseling and treatment techniques.
4. Conduct individual and group counseling, using knowledge of drug and alcohol abuse problems and counseling and treatment techniques.
5. Refer clients to other support services as needed.

6. Monitor condition of client to evaluate efficacy of therapy and adapt treatment as needed.
7. Prepare and maintain case histories and client reports. Maintain files and develop and follow through on treatment plans with State of Oregon, and KADA Inc. guidelines.
8. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain a healthy, clean and sober lifestyle.

Ability to set and maintain healthy personal/ethical boundaries.

Knowledgeable in the aspects of Alcohol and Drug Program Management.

Knowledge of dual diagnosis issues, treatment planning and team approach.

Knowledge and skill in alcohol and drug case management and documentation.

Ability to work with Native American population.

Knowledge of the Klamath Tribes culture, preferred.

Ability to operate a computer with knowledge of various software programs.

Ability to communicate effectively, orally and in writing, with demonstrated ability to conduct public presentations.

Ability to relate well with a diverse group of people, including staff, the public, professional agencies and organizations.

Ability to organize and analyze information about individuals through records, interviews and professional sources needed for effective treatment planning.

Ability to compile information to aid clients in carrying out treatment objectives.

Knowledge of community agencies, treatment facilities and services.

Ability to maintain **strict confidentiality** of all records and information.

Ability to function effectively under pressure of time and/or demands of several tasks at one time.

SUPERVISORY CONTROL

Work is performed under the administrative and technical supervision of the Clinical Supervisor. Routine tasks are performed with limited supervision.

Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new, or complex assignments which require deviation from past experience or precedents are discussed with supervisor; however, employee exercise initiative in researching answers and solving problems.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or equivalent, **REQUIRED.**
- Certification by the State of Oregon or Northwest Alcohol & Drug Certification Board, a minimum of a CADC I or CDC I is **REQUIRED, Submit copy of certification.**
- Associate Degree in Behavioral Sciences or related field is **preferred.**
- One (1) year professional experience in Chemical Dependency is **REQUIRED.** Experience must show demonstrated ability to perform advanced assignments independently.
- Experience with crisis intervention response and knowledge of mental health issues **REQUIRED.**
- Must be able to absorb, communicate and comply with the expectations and requirements of a variety of agencies.
- Recovering individuals must document a minimum of two (2) years abstinence of substance use.
- Possession of a current, valid Oregon State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Skill in maintaining working relationships with other employees and the public.
- Ability to follow oral and written instructions.
- Must be responsible, dependable, and able to maintain confidentiality of all information.
- Must submit to and clear an Alcohol/Drug Screen and a Criminal Records Background Check.

- Indian Preference will apply.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Alcohol & Drug Abuse Inc. *Application for Employment* with all requirements and supporting documentation to:

**Klamath Alcohol & Drug Abuse Inc.
ATTN: Human Resource
310 South 5th Street
Klamath Falls, OR 97601**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KADA INC. POSITIONS.

Please Note: If requirements are not met, i.e. submission of a resume in lieu of a KADA Inc. Application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with KADA Inc. Policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Applications will not be returned.