



COUNTY OF MADERA
invites applications for the position of:

Certified Alcohol and Drug Counselor

SALARY: \$21.07 - \$25.61 Hourly
\$3,651.74 - \$4,438.71 Monthly
\$43,820.84 - \$53,264.52 Annually

OPENING DATE: 07/20/20

CLOSING DATE: 08/14/20 05:00 PM

POSITION:

Under direction, to plan, organize and implement specialized alcohol and drug programs in the Behavioral Health Department; to provide alcohol and drug counseling and rehabilitation services in the Behavioral Health Department Alcohol and Drug Program; to make public presentations and provide information on substance use disorders; and to do related work as required.

SUPERVISION EXERCISED

May provide supervision or lead direction, training and work coordination for lower level Alcohol and Drug Program staff.

EXAMPLES OF DUTIES:

Develops, implements and conducts specialized alcohol and drug programs in the Behavioral Health Department; performs case management and counseling services with clients with substance use disorders; works as a team member with other professionals and counselors; participates in evaluative and diagnostic staff conferences; conducts individual and group counseling; interviews clients and relatives; makes referrals to appropriate professionals, outside agencies or specialized services; monitors, assesses and evaluates clients' progress in recovery from substance use disorders; participates in collaborative treatment with representatives of other agencies; prepares verbal, written and statistical reports; attends conferences, workshops and training to maintain current awareness of alcohol and drug counseling methodologies and issues; supervises or provides lead direction, training and work coordination for assigned staff; operates a personal computer and other office equipment; communicates effectively with others in person or by telephone; analyzes data, interprets directions, procedures and regulations, and develops appropriate responses; performs job duties under stressful conditions; responds appropriately to situations; maintains confidential information in accordance with legal standards and/or County regulations; and makes presentations.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

QUALIFICATIONS:

Knowledge of:

Alcohol and Drug screening tools, assessment and diagnosis.
Philosophy and goals of substance use disorder treatment services and behavioral health programs.
Laws and regulations applicable to substance use treatment programs.
Theories and causes of substance use disorders and characteristics of persons with substance use

disorders.

Common practices and procedures used in therapeutic interaction with persons with substance abuse disorders and mentally ill people.

Various therapeutic, treatment and recovery approaches, including individual, group and family counseling.

Philosophy of Harm Reduction as it applies to substance use disorder and the mentally ill.

Interviewing techniques.

Community resources, including community support groups, behavioral health and social services agencies.

Principles of supervision, training and work coordination.

Principles, procedures, techniques and trends of counseling, treatment and casework services.

Social aspects and characteristics of substance use disorders.

Principles of alcohol and drug education.

Current trends in mental hygiene, mental health, public health and social services, including State and Federal programs in these areas.

Documentation requirements, discharge planning and referral services.

Chain of custody and drug testing protocols.

Skill to:

Operate modern office equipment, including computer equipment.

Operate a motor vehicle safely.

Ability to:

Perform a variety of alcohol and drug counseling, presentation, and program support assignments with minimum supervision.

Plan, organize and conduct specialized alcohol and drug programs.

Develop and maintain the confidence and cooperation of substance use disorder clients and their families.

Perform skilled counseling on an individual basis, in groups, and with families.

Develop and implement assessments and treatment plans, alone or in a collaborative fashion.

Maintain the confidentiality of client information.

Interact with clients in a therapeutic manner.

Organize data, develop information, and prepare clear, concise, comprehensive records and reports.

Develop and maintain effective working relationships with the general public, co-workers and those contacted during the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience and Training:

One (1) year of experience providing alcohol and drug counseling services. Attendance at a variety of relevant training activities, workshops or conferences.

Education:

Sixty (60) units from an accredited college or university with major course work in psychology, sociology, counseling, or a closely related field.

License, Certification or Registration:

Possession of a current, valid alcohol and drug certification issued from an organization approved by the State of California, Department of Health Care Services.

Registration from a certifying organization approved by the State of California, Department of Health Care Services, is required by date of hire if an applicant does not possess the appropriate certification, as noted above.

Employees who do not obtain the appropriate certification within five (5) years of the date of

registration will be terminated or demoted to an appropriate lower position, if one is available.

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals and infectious disease; ability to travel to different sites and locations.

TO APPLY:

Website: www.maderacounty.com
Department of Human Resources
200 W. 4th Street, 4th Floor, Madera California 93637
Phone: 559.675.7705
TDD Phone: 559.675.8970
24-Hour Job Line: 559.675.7697

Faxed applications materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination. **Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return.

Examination Process:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they shall be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they shall be ranked in the order of filing applications.

****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any of its programs or activities.

Pre-Employment Medical Requirements:

As a condition of employment with the County of Madera, a candidate must submit to a Tuberculosis (TB) screening, and related follow up testing as necessary. Designated classifications* are also subject to a medical examination, which includes a review of medical history. TB screenings and medical exams are administered by the Madera County Public Health Department and/or health care professional designated by the County.

*Designated classifications required to submit to an employment medical examination generally include those that are physical in nature or as may be required by law. If you have any questions about the pre-employment requirements, please contact the Department of Human Resources at (559) 675-7705 or hr@maderacounty.com.

Equal Employment Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.maderacounty.com>

200 W. 4th Street
Madera, CA 93637
559.675.7705

hr@maderacounty.com

Position #2020-00078
CERTIFIED ALCOHOL AND DRUG COUNSELOR
BA

Certified Alcohol and Drug Counselor Supplemental Questionnaire

- * 1. Do you possess a current, valid alcohol and drug certification issued from a State of CA approved organization?
- ☐ Yes ☐ No
2. If you answered 'Yes' to Question #1 above, please provide your certification information below (or you may attach a copy to your application materials).
3. If you do not currently possess a current, valid alcohol and drug certification issued by a State of CA approved organization, REGISTRATION from a State of CA approved organization is required. Please indicate below which applies to you.
- ☐ I am registered with a certifying organization (proof of registration is required by date of hire).
☐ I am not registered, but I will be by date of hire (proof of registration will be required).
☐ I am not registered, and I will not be eligible to register by date of hire.
- * 4. Do you have at least 60 semester units (or 90 quarter units) from an accredited college or university with major course work in psychology, sociology, counseling, or a closely related field? If so, please list the field(s) of qualifying course work (or your major if a degree was earned). If not, please indicate N/A.
- ☐ Psychology
☐ Sociology
☐ Counseling
☐ Other (if you mark Other, additional information is required below.)
☐ Not Applicable (N/A); I do not have the qualifying course work.
5. If you marked 'Other' on question #4, please attach a copy of your transcripts to the application or list all qualifying course work, including the name of the school and the number of units received (and indicate if they were quarter or semester units).

* Required Question