



DRUG AND ALCOHOL COUNSELOR 1

Department: Superior Court - Juvenile
Job Class #: 331300
Pay Range: General 11

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is responsible counseling and assessment work in the Drug/Alcohol Program for juvenile offenders detained by the Pierce County Juvenile Court. An employee in this classification is responsible for administering, scoring and recording screenings; co-facilitating education classes, group and individual counseling sessions; and maintaining client records. Work is performed under the auspices of a state-qualified Drug/Alcohol Counselor II. Incumbents report to the Drug and Alcohol Supervisor, who reviews the work for compliance with governing regulations, fulfillment of program objectives and quality of services provided.

ESSENTIAL JOB FUNCTIONS

- Co-facilitates individual and group counseling sessions, which includes organizing and preparing lesson plans; facilitating discussions; monitoring attendance and participation; and evaluating progress.
- Assists in recreational programming.
- Administers, scores, records and files screening information and test results.
- Assists in the preparation of progress reports.
- Assists in developing a community resource list.
- Assists in the transportation of youth.
- Coordinates and monitors the Alcohol Anonymous program.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current therapeutic methods used in the field of substance abuse.
- Ability to work in an institutional setting; counsel youth; secure the trust, respect and cooperation of youth and parents.
- Ability to exercise tact and judgement in all contacts.
- Ability to anticipate disciplinary problems and take proper steps to solve the problems.
- Ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing.
- Ability to understand and follow written policies, procedures and guidelines.
- Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

At least one year of post high education or experience directly related to the duties of the position. Candidates should be willing to become a state-qualified Drug/Alcohol Counselor within two years of employment. Special Job Requirements: sobriety; valid Washington State Driver's License; satisfactory physical condition as evidenced by a County-approved physical examination; shift work and 24-hour on-call responsibility; and upon selection, must successfully complete a PPD Tuberculin skin test with the appropriate follow-up and pass a Washington State-approved CPR course.

DRUG & ALCOHOL COUNSELOR 1
Classification Description - Pierce County
Page 2

Special Note:

A Drug/Alcohol Counselor I will, upon successful completion of the W.A.C. qualification requirements and the initial six month probationary period, be promoted to the Drug/Alcohol Counselor II position.