



DRUG AND ALCOHOL COUNSELOR 2

Department: Superior Court - Juvenile
Job Class #: 331500
Pay Range: Professional 03

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 and varied counseling and assessment work in the Drug/Alcohol Program for juvenile offenders involved with the Pierce County Juvenile Court. An employee in this classification is responsible for the independent performance of a variety of assignments which include the screening, evaluation and implementation of substance abuse program components; documentation of service hours provided to clients and type of service provided; and facilitation of group and individual counseling sessions. Incumbents are also responsible for substance abuse intervention, and leading and training others in performing these duties. Work is performed under the general direction of the Drug and Alcohol Supervisor with some latitude for independent judgement and action. Work is reviewed periodically for compliance with governing regulations, fulfillment of program objectives and quality of services provided.

ESSENTIAL FUNCTIONS

- Conducts group sessions, which includes organizing and preparing lesson plans, facilitating discussion, and evaluating progress.
- Provide substance abuse intervention to youth in detention and/or in the community.
- Maintain records of class and group participation and prepare reports as necessary.
- Develops and maintains a list of community-based treatment programs.
- Attends meetings with community groups, agency staff, parents and clients to gather information on program status.

OTHER JOB FUNCTIONS

- Provides training and documentation for the Drug/Alcohol Counselor I towards satisfying the W.A.C. qualifications.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of current therapeutic methods used in the field of sub-stance abuse.
- Knowledge of the principles and practices of group interaction.
- Knowledge of evaluation processes.
- 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 to respond quickly and decisively to unexpected situations and behaviors.
- Ability to lead, work with, and train other employees.
- Ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing.

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- Ability to understand and follow written policies, procedures and guidelines.
- Ability to physically perform the essential job functions.
- Ability to meet the traveling requirements of the position.

RECRUITING REQUIREMENTS

State qualified Drug and Alcohol Counselor per the Washington State Administrative Code.

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 provide documentation of W.A.C. qualifications. Those selected must successfully complete a PPD Tuberculin skin test with the appropriate follow-up and must pass a Washington State approved CPR course.