

## **SUMMARY**

This is a professional counseling position in the assessment and referral of people with substance use disorders and their significant others. In addition to direct chemical dependency counseling, the ability to address mental, societal and other crisis problems is needed. This position will engage in one-to-one counseling, education programs, speaking and training. This position is under the immediate supervision of the Deputy Executive Director and the general supervision of the Executive Director.

## **RESPONSIBILITIES**

The Counselor will:

1. Participate in joint team effort in the formulation of program and/or agency planning.
2. Provide information and/or crisis intervention services to telephone callers.
3. Conduct assessments, as needed, on each client seen in the office.
4. Provide referral assistance to each client/caller for alcohol/drug misuse and addiction services, and other services as needed.
5. Assume responsibility for follow-up contact to check each client's progress and to document program outcomes.
6. Make public appearances as needed, including presentations to selected groups, organizations, and service clubs as regards the Council's counseling services and information about alcohol/drug misuse/addiction.
7. Help organize and conduct appropriate seminars, workshops and other educational meetings.
8. Be available to participate in special NCADA programs/events.
9. Be responsible for developing an adequate set of files to serve both administrative and informational needs of counseling services.
10. Supervise volunteers, plus part-time staff and/or students as requested.
11. Perform all related work as assigned.

## **PERSONAL ATTRIBUTES**

The optimum candidate will have:

1. A high degree of maturity and emotional stability.
2. The ability to maintain effective and cooperative relationships with clients, volunteers, other staff members and community agencies/organizations.
3. A high degree of judgment and leadership.
4. A high degree of cooperative spirit to work as a member of a team.
5. The ability to organize well and work with details.
6. A degree of flexibility with regard to evening and weekend work schedules.

**SPECIALIZED KNOWLEDGE, EXPERIENCE AND TRAINING**

1. Considerable knowledge of counseling principles, techniques, and their application to the area of alcoholism and drug addiction. Experience in public speaking and training would be preferred.
2. Preferably a master's degree in education, psychology, social work, counseling or human services area, as well as two or more years of responsible professional experience in casework or group work activity, one year of which must have included substantial work in the rehabilitation and treatment of alcoholism/drug addiction.