

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Alcohol & Drug Counselor	<u>SERIES NUMBER</u> 6934
	<u>MAJOR AGENCIES</u> Ohio Department of Mental Health & Addiction Services	<u>EFFECTIVE</u> 12/14/2014

SERIES PURPOSE

The purpose of the alcohol/drug counselor occupation is to provide alcohol & other drug counseling services to chemically dependent inmates/offenders/patients.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Alcohol & Drug Counselor 1	69341	09	11/18/2012

CLASS CONCEPT

The developmental level class works under immediate supervision & requires working knowledge of alcohol & other drug dependency counseling in order to provide alcohol & other drug dependency counseling services to alcohol & other drug dependent inmates/offenders in correctional facilities under close supervision from higher-level alcohol & drug counselor.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Alcohol & Drug Counselor 2	69342	10	11/18/2012

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of alcohol & other drug counseling in order to provide alcohol & other drug counseling resources to alcohol & other drug dependent inmates/offenders/patients in state-operated or owned facilities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Alcohol & Drug Counselor 3	69343	11	11/18/2012

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of alcohol & other drug counseling in order to act as lead worker over lower-level alcohol & drug counselors (e.g., provides work direction & training).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Alcohol & Drug Counselor Supervisor	69345	12	12/14/2014

CLASS CONCEPT

The first supervisory level class works under general direction & requires thorough knowledge of alcohol & other drug dependency in order to supervise lower-level alcohol & drug counselors.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Counselor 1	69341	012	11/18/2012	09

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Under close supervision of higher-level certified alcohol/drug counselor, conducts interviews, administers assessment & screening instruments & provides direct services to offenders in prison based alcohol & other drug program utilizing therapeutic community modality, determines eligibility for program, delivers direct services including facilitation of group & individual therapy, performs overall case management & crisis intervention, provides other direct care duties as assigned to include facilitating theme groups & topic related curriculum, develops client treatment plans & ensures compliance with applicable (e.g., American Correctional Association) standards, agency policies & Department of Rehabilitation & Corrections administrative regulations & institutional rules.

Monitors clients' progress in treatment; maintains clinical case records, documentation & case files (e.g., subject to audit/review); writes statistical reports as needed; maintains logs of client activities; collects psycho-social data; administers instruments to measure client progress; refers clients to community programs; participates in treatment team & makes recommendations for client status changes.

Participates as active member of treatment team (e.g., prepares case presentations; submits agenda items; writes monthly reports; provides services in accordance with principles of therapeutic community; provides training to other professionals); attends trainings, conferences & meetings to continue professional growth & development; assists statewide therapeutic community coordinator in monitoring other correctional based & community based therapeutic communities statewide; operates personal computer to enter, edit &/or retrieve data & to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS

Knowledge of alcohol & other drug dependencies*; counseling; agency policies & procedures relative to alcohol & other drug dependency counseling*. Skill in operation of personal computer*. Ability to recognize unusual or threatening conditions & take appropriate actions; handle sensitive contacts with inmates/offenders; define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; counsel inmates/offenders on sensitive alcohol & other drug dependency issues.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

On record as Chemical Dependency Counselor Assistant in process of achieving 'Chemical Dependency Counselor' credential recognized by the Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board; Psychology Board; Nursing Board; Counselor & Social Worker and Marriage and Family Therapist Board); valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Maintains Chemical Dependency Counselor Assistant status, making progress toward achieving licensure; 1 yr. probationary period.

UNUSUAL WORKING CONDITIONS

Exposed to dangerous, alcohol & other drug dependent inmates/offenders.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Counselor 2	69342	012	11/18/2012	10

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts interviews & provides counseling services to alcohol & other drug dependent inmates/offenders, facilitates screening process of clients to determine eligibility for alcohol & other drug treatment, delivers direct services including facilitating of group & individual therapy, performs overall case management & crisis intervention, provides other direct care duties as assigned to include facilitating theme groups & topic-related curricula, develops client treatment plans & ensures compliance with applicable (e.g., American Correctional Association) standards, agency policies & Department of Rehabilitation & Corrections administrative regulations & institutional rules.

Monitors clients' progress in treatment; maintains clinical case records, documentation & case files (e.g., subject to audit/review); writes statistical reports as needed; maintains logs of client activities; administers instruments to measure client progress; refers clients to community programs; participates in treatment team (e.g., prepares case presentations; submits agenda items; writes monthly reports; provides services in accordance with principles of therapeutic community; collects psychosocial data to determine treatment plan goals & objectives; promotes self-help & assists clients in process of recovery by linking clients with treatment providers; monitors treatment progress; decides appropriate elements of therapeutic treatment plan; decides immediate & short term consequences for negative inmate behavior.

Completes & maintains documentation (e.g., assessments; treatment plans; progress notes; behavioral contract; learning experiences; crisis interventions; discharge summaries); develops treatment plans; attends trainings, conferences & meetings; operates personal computer to enter &/or retrieve data & to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS

Knowledge of alcohol & other drug dependencies; counseling; agency policies & procedures relative to alcohol & other drug dependency counseling. Skill in operation of personal computer*. Ability to recognize unusual or threatening conditions & take appropriate action; define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; counsel inmates/offenders on sensitive alcohol & other drug dependency issues.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

'Licensed Chemical Dependency Counselor' credential recognized by the Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board; Psychology Board; Nursing Board; Counselor & Social Worker and Marriage and Family Therapist Board); valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial continuing education requirement of forty hours. Licensure must be maintained.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous, alcohol & other drug dependent inmates/offenders.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Counselor 3	69343	012	11/18/2012	11

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker over lower-level alcohol/drug counselors (i.e., provides work direction & training) in providing alcohol & other drug dependency counseling services to alcohol & other drug dependent inmates/ offenders in correctional facilities & coordinates implementation of alcohol & other drug dependency policies & procedures.

Counsels, refers & matches inmate/offender needs to available/appropriate resources (e.g., correctional programs, treatment modalities, court alternative programs), conducts individual & group interviews to determine problem identification, informs inmates/offenders of services & available resources (e.g., alcohol & other drug support groups &/or advocates).

Provides input in formulation of treatment plans; writes monthly inmate/ offender progress reports.

MAJOR WORKER CHARACTERISTICS

Knowledge of alcohol & other drug dependencies; counseling; employee training & development*; agency policies & procedures relative to alcohol & other drug dependency counseling; working with special populations. Ability to define problems, establish facts, collect data & draw valid conclusions; write meaningful, concise & accurate reports; counsel inmates/offenders on sensitive alcohol & other drug dependency issues.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

'Licensed Chemical Dependency Counselor' credential recognized by the Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board; Psychology Board; Nursing Board; Counselor & Social Worker and Marriage and Family Therapist Board); 6 mos. trg. or 6 mos. exp. in agency policies & procedures relative to alcohol & other drug dependency; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial continuing education requirement of forty hours. Licensure must be maintained.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous, alcohol & other drug dependent inmates/offenders.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Counselor Supervisor	69345	022	12/14/2014	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides Clinical Supervision to lower-level alcohol/drug counselors, coordinates delivery of comprehensive treatment program providing services within/without correctional facility, oversees implementation of policies (e.g., assessment, treatment planning, quality assurance) & monitors activities of staff (e.g., reviews charts, utilization review).

Provides direct treatment services (e.g., treatment modalities; obtains psycho-social data; counsels, refers & matches drug dependent offenders to treatment providers); conducts individual & group interviews to determine problem identification.

Prepares treatment reports; provides input into treatment plans as member of treatment team.

MAJOR WORKER CHARACTERISTICS

Knowledge of alcohol & other drug dependencies; counseling; supervision*; employee training & development; agency policies & procedures relative to alcohol & other drug dependency. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; counsel inmates/offenders in sensitive alcohol & other drug dependency issues; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

'Licensed Independent Chemical Dependency Counselor – Clinical Supervisor' credential recognized by Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board, Psychology Board; Nursing Board, Counselor & Social Worker and Marriage and Family Therapist Board); 12 mos. trg. or 12 mos. exp. in agency policies; 6 mos. trg. or 6 mos. exp. in employee training & development; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial continuing education requirement of forty hours. Licensure must be maintained.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous, alcohol & other drug dependent inmates/offenders.