

Kane County

Job Description



Job Title:	Drug Court Substance Use Disorder Counselor (SUDC)	Job Code:	
Division:	Criminal – Drug Court	Effective Date:	9/22/15
Department:	Attorney	Last Revised:	9/22/15

GENERAL PURPOSE

Performs a variety of professional duties related to the delivery of substance abuse treatment to Drug Court participants or other clients receiving services through grant related programs. May assist in other aspects of the Kane County Drug Court specifically including case management services, and may assist in other aspects of service in the Kane County Attorney's Office.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney. Also works under the administrative and clinical supervision of the Drug Court Treatment Specialist and Drug Court Team.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

General Functions-

Improve the quality of substance abuse and addiction treatment services; Attend staffing and enhance communication and coordination between treatment professionals and the Drug Court Team; Improve existing coordination between therapeutic services and local service providers (DFSC, Voc Rehab, Workforce Services, Adult Education, etc.); Gather and utilize outcome measurement data and report to the Evaluator and Drug Court Coordinator regarding achievement of identified program goals and outcomes; Performs other duties as assigned by supervisor, such as attending Court hearings and conducting jail and RANT evaluations; Completes all required training and maintains all necessary licensure; Serve as a community resource/liaison regarding Drug Court program, substance abuse, and related health and social issues.

Counseling Functions-

Facilitate or co-facilitates client education, behavioral management groups, skill development and cognitive/behavioral groups as requested; Conducts individual and family drug and alcohol counseling and education services for Drug Court clients and their family members; Ensures prompt collection and entry of therapeutic and case management data; Ensure that clients receive the services defined in their Individual Treatment Plan (ITP) and that such plans are regularly updated; Participates in weekly client and program reviews with Drug Court Team to approve and update treatment recommendations.

Case Management Functions-

Share responsibility for monitoring drug court clients' phase levels, treatment delivery, and proposing changes as needed to ITP plans; Share responsibility for assessment and intake documentation of clients entering Drug Court; Primarily responsible for reporting on clients' therapeutic progress at the Drug Court Team weekly staffing; Attend joint meetings and coordinate services with allied partners, such as DCFS and AP&P, to ensure consistency in meeting family reunification and other treatment goals.
Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a Bachelors Degree with preference given to a related field;
AND
 - B. Licensed as a Licensed Substance Abuse Counselor (LSAC), Certified Substance Abuse Counselor (CSAC) or Substance Use Disorder Counselor (SUDC)
AND
 - C. Three (3) years supervised practice/experience in working with mental health and substance abuse clients (preferred);

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Familiarity with state and federal guidelines, rules, and regulations governing substance abuse treatment programs. Thorough knowledge of Drug Court Model and evidence-based "best practice" treatment guidelines for substance-addicted populations. Proficient in the delivery of evidence-based practices such as: Motivational Interviewing, Cognitive Behavioral Therapy and Client Centered Treatment Planning Familiarity with diagnostic classifications in DSM-V and dual diagnosis. Able to effectively communicate verbally and in writing. Must be proficient with computer skills, General knowledge of Microsoft Office Suite software. Must be able to develop effective professional working relationships with supervisors, co-workers, other professionals and the public

Ability to perform secretarial duties involving legal terminology and format; ability to maintain filing and record keeping system. Ability to work with the public and develop effective working relationships; ability to communicate effectively, verbally and in writing; ability to interpret and apply policies, procedures, laws, codes, and regulations.

3. Special Qualifications:

Must pass background check (BCI). Must possess and maintain a valid Utah drivers license. Must successfully complete any necessary yearly certifications, such as Suicide Prevention, Conflict Resolution, or Crisis Intervention, and must attend yearly state and national trainings with the rest of the Drug Court. Must be able to type 60 words per minute.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye-hand, finger, leg and foot dexterity needed to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

ADA ACCOMMODATIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job changes. The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Kane County fully complies with THE AMERICANS WITH DISABILITIES ACT (ADA)

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)