ADDICTION RESOURCE COUNCIL, INC.
Assessment Specialist I

Classification: Non-Exempt (Full-time/permanent)
Reports to: Program Coordinator

Position Summary:
The primary responsibility of the Assessment Specialist I is to provide substance abuse/addiction assessment, intervention and referral services to clients referred through a variety of sources for evaluation of problems associated with the use of an intoxicant. This position is also responsible for providing assessment/referral services for clients who have been emergency detained under the 51:45 Wisconsin Statute. The distribution of indirect service activities compared to direct service will vary but it is anticipated that approximately 60% of the Assessment Specialist I time will be devoted to direct service.

Essential Functions:
- Provide alcohol and other drug assessment and referral for clients who have been referred to the agency.
- Maintain accurate and factual case documentation in accordance with legal and standard recording practices.
- Provide crisis services coverage for Helpline and other client crisis needs.
- Provide cross departmental staff coverage as needed.
- Participate in clinical, departmental and agency wide staff meetings.
- Knowledge of the assessment and management of suicidal individuals and how to provide crisis intervention related to substance abuse including socio-emotional crises and family crises.
- Submits various program reports as requested.
- Provides positive role model for agency.
- All other duties as assigned.

Additional Responsibilities:
Completes projects as assigned by the Program Coordinator, which may include acting as a member on community committees. Responsible for making decisions on all case files and for maintaining coverage for client services during office hours.

Authority:
This is a professional position that requires the ability to make independent and responsible decisions on behalf of the clients we serve. Supervision is provided for those situations in which you need additional guidance or are uncertain about agency policy. Your co-workers can assist you in addressing client issues and concerns. It may be best however to refer policy issues to your Program Coordinator.
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Qualifications:
Bachelor’s Degree in a related Human Service area is preferred. Additional certification(s) may be required as needed. Qualified professional experience in AODA assessment and counseling may justify entry into the position if the above qualifications will be met within the first twelve months of employment. Bilingual (English-Spanish) a plus.

This employee must also have the:
- Ability to recognize and document signs and symptoms of AODA/addiction through the clinical interview process and use of established assessment tools.
- Ability to determine and justify level of care based on symptom identification established through the assessment process.
- Ability to understand and document the psychosocial and sociocultural implications of AODA/addiction.
- Ability to provide counsel to individual clients and significant others regarding assessment findings based on symptom identification.
- Ability to understand and document the need for continuity of care and coordinate referral to services based on individual client needs.
- Ability to navigate and employ microcomputer applications as a routine part of the position.
- Ability to provide accountability for time utilization and services provided.

This organization reserves the right to review and change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

________________________________________  ____________________________________
Assessment Specialist’s Signature              Date