POSITION: ALCOHOL AND OTHER DRUG ABUSE INTERVENTION COUNSELOR

DEPARTMENT: HUMAN SERVICES –BEHAVIORAL HEALTH DIVISION

SALARY: $44,671-$62,311/YR.

POSITION IN ORGANIZATION: REPORTS TO ADULT SUBSTANCE ABUSE /SAFE STREETS SUPERVISOR

POSITION PURPOSE: TO FUNCTION AS AN ENTRY POINT FOR ALL REQUESTED SUBSTANCE ABUSE (SA) SERVICE PROVISION; TO HANDLE WALK-IN ASSESSMENT SERVICE REQUESTS, MONITORING SERVICES, AS WELL AS ASSUME THE LEAD IN HANDLING ALL COURT RELATED CH. 51 WORK FOR ALCOHOL AND DRUG RELATED CASES. TO PROVIDE AND FACILITATE GROUP THERAPY SESSIONS AS WELL AS FOLLOW UP CONTACTS AND CASE MANAGEMENT; PROVIDE INFORMATION, REFERRAL AND SERVICE AUTHORIZATION TO OTHER AGENCIES AS APPROPRIATE; FUNCTIONS TO INTERPRET DEPARTMENT OF HUMAN SERVICES – SUBSTANCE ABUSE AND INTOXICATED DRIVER PROGRAM (IDP) POLICIES AND PROCEDURES TO INDIVIDUALS AND COMMUNITY RESOURCES.

MAJOR DUTIES:

1. Screens individuals/families requesting AODA / SA services, commitments or information.
   - Provides initial problem assessment.
   - Evaluates the nature of services needed by consumer.
   - Provides crisis intervention services as needed or assists in obtaining prompt and efficient AODA/SA intervention for emergencies.
   - Provides monitoring services, daily assessments and goal planning.
   - Identifies the part of the delivery system that is best suited to meet the consumer’s needs; assists consumer in getting into that delivery system.
   - Provides Winnebago County Department of Human Services authorization for service provision. This authorization ensures payment to provider for services rendered.
   - Provides driver safety planning and reporting in accordance with state and clinic procedures for intoxicated driver and controlled substance assessments.

2. Provides limited term motivation and supportive interim counseling where appropriate as well as facilitate outpatient group therapy especially for specialty populations.

3. Obtains signed release of information forms to gather data on new consumers.
   - Determines who is appropriate person to sign the release (e.g. the individual, a guardian, a parent with custody, and the court).
   - Assures that releases are sent to all appropriate collateral agencies.
   - Gathers this data to allow for greater problem assessment and treatment planning.

4. Provides consumer with an orientation to the AODA/SA service delivery system.
   - Explains AODA/SA system philosophy, goals; provides an overview of AODA services.
   - Explains the fee system.
   - Covers the laws of confidentiality and how they affect the consumer.

5. Provides the receiving treatment agency with a written report which includes the presenting problem, information regarding previous AODA/SA contacts, and collateral information.

6. When a crisis worker is not available, provides crisis service including walk-in consumers, jail/hospital assessments, transportation of AODA/SA consumers, and information/assistance to people pursuing involuntary commitments.
Provides follow-up and case management for consumers including attendance at agency staffings and other similar activities necessary to fulfill the case manager role.

Acts as an information and referral agent for individuals requesting services that the AODA /SA service system does not provide; makes formal referral by contacting other agencies and providing reason for referral.

Works in conjunction with all Behavioral Health Division staff.

Function as the department’s primary contact relating to alcohol / drug commitment (ch. 51) related matters. Assist is completion and filing of petitions, attending court hearings.

Performs other duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Performs assessments in a timely efficient and effective manner and links the consumer with the intensity of service based on the severity of their illness as evidenced by completed documented assessments.
2. Ensure compliance with federal, state and county mandates including DHS 75, DHS 62 and other applicable regulations.
3. Performs case management responsibilities in a timely and efficient manner as evidenced by complete and up-to-date clinical records on individuals for whom the counselor is assigned.
4. Ensures timely completion and submission of required forms for drunk drivers to the Wisconsin Department of Transportation; completion and submission of referral and clinical information when appropriate to contracted service providers as evidenced by sample file/ chart reviews conducted by peers and supervisor.
5. Ensures that consumer confidentiality is maintained at all times.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Certified by the Department of Safety and Professional Services as a Substance Abuse Counselor or Certified Substance Counselor. A Bachelors or Master’s degree in human services or a related field is preferred as well as prior training and experience in the AODA / SA field.
2. Department of Health Services trained intoxicated driver program assessor is preferred.
4. Knowledge of substance abuse service resources.
5. Knowledge of goal-oriented counseling.
6. Knowledge of legislation affecting substance abuse field and consumers including consumer confidentiality, civil commitments, intoxicated driver program and other related legislation as well as the ability to apply this knowledge to specific situations.
7. Ability to stay abreast of changing consumer needs and changing resources in and outside of the Department of Human Services substance abuse service system.
8. Ability to evaluate and implement plan for consumer needs.
9. Ability to establish and maintain good working relationships with agency staff and community resources.
10. Possess effective oral and written communication skills.
11. Ability to perform work from a sedentary position.

PHYSICAL REQUIREMENTS:

1. Must have the capacity to freely move in the community (such as through possession of a valid driver’s license or other means) including access to a vehicle.
2. Ability to access persons served and their support services.
SPECIAL REQUIREMENTS:
1. Must produce evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance (currently $100,000 for each person for bodily injury, $300,000 for each occurrence for bodily injury and $50,000 for each occurrence for property damage).
2. Ability to work a flexible schedule as workload dictates. Ability to provide services in both clinic locations—Oshkosh and Neenah.

Michael J. Collard
Director of Human Resources
Winnebago County Courthouse
September 24, 2015

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment. This recruitment will be ongoing.