



Alcohol and Other Drug Abuse (AODA) Counselor

Unified Community Services is seeking a qualified **Alcohol and Other Drug Abuse (AODA) Counselor** to join our team. This is an opportunity to make a meaningful impact by providing outpatient substance use treatment, prevention services, education, IDP Assessments, and coordinated support to individuals and families in our community.

Benefit Position: 80 hours bi-weekly; Monday through Friday 8 a.m. to 4:30 p.m. (flexible)

Starting Salary Range: \$2,183.20 bi-weekly to \$2,338.40 (pending licensure)

Minimum Qualifications

Qualified candidates must meet one of the following Wisconsin licensure pathways:

- **AODA Counselor I:** Licensed as a **Substance Abuse Counselor-in-Training** upon employment and able to progress to SAC licensure after obtaining required experience.
- **AODA Counselor II:** Licensed as a **Substance Abuse Counselor (SAC)** or **Clinical Substance Abuse Counselor (CSAC)**.

Candidates must also have:

- Graduation from an accredited school with an associate's, bachelor's, master's, or doctoral degree in a behavioral science field.
- Completion of **360 hours of specialized education in substance use disorder counseling** within a comprehensive or written degree program.

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov (under employment opportunities) or by contacting Grant County Human Resources (608) 723-2540.

To apply, submit a **letter of interest, resume, and Grant County application** to the below address or email to employment@co.grant.wi.gov.

Screening of applicants will begin immediately and will continue until the position is filled.

Grant County Human Resources

111 S. Jefferson St. - P.O. Box 529
Lancaster, WI 53813

Grant County is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

UNIFIED COMMUNITY SERVICES

JOB DESCRIPTION

Alcohol and Other Drug Abuse (AODA) Counselor

Fair Labor Standards Act (FLSA) Status: Professional Employee Exemption

Supervisor: AODA Program Clinical Supervisor

Responsibilities:

- I. Provide AODA Outpatient Treatment Service in compliance with Community Substance Abuse Service Standards (DHS 75); Assessment of Drivers with Alcohol or Controlled Substance Problems (DHS 62); and other relevant federal, state and agency standards. Treatment is provided under the medical supervision of the Medical Director, and under the clinical supervision of the AODA Program Clinical Supervisor.
 - A. Clinical Evaluation
 1. With the client and available significant others, determine the most appropriate initial course of action, given the client's needs and characteristics, and available resources within the community.
 2. In collaboration with the client and others, gather and interpret information necessary for planning treatment and evaluating client progress.
 - B. Treatment Planning
 1. In collaboration with the patient, develop desired treatment outcomes and identify the strategies for achieving them.
 - C. Referral
 1. Facilitate the client's utilization of available support systems and community resources to meet needs identified in clinical evaluation and/or treatment planning.
 - D. Service Coordination
 1. In collaboration with the client and significant others, coordinate treatment and referral services, liaison activities with community resources and managed care systems, advocate for client, and evaluate treatment progress and client needs on an ongoing basis, including but not limited to Drug/OWI Treatment Courts.
 - E. Counseling (Individual, Group, and Families, Couples, and Significant Others)
 1. In collaboration with others, facilitate the client's progress toward mutually determined treatment goals and objectives.
 - F. Client, Family, and Community Education
 1. Provide clients, families, significant others, and community groups with information on risks related to psychoactive substance use, as well as available prevention, treatment and recovery resources.
 - G. Documentation
 1. Record the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.
 - H. Professional and Ethical Responsibilities
 1. Adhere to accepted ethical and behavioral standards of conduct and continuing professional development.
- II. Provide AODA Prevention Service
 - A. Provide an integrated combination of universal, selective and indicated measures that use a

variety of strategies in order to prevent substance abuse and its effects.

III. Coverage and other General Responsibilities

- A. When the AODA Program Clinical Supervisor is not on the premises, be on the premises and responsible for the operation of the service at all times the service is in operation.
- B. Provide office coverage as required by agency needs.
- C. Maintain knowledge of and adhere to all policies and procedures of Unified Community Services that relate to the provision of services and the governing of personnel.
- D. Assume other responsibilities as assigned by the supervisor or agency director.
- E. Complete and sign provider network applications as required by agency needs.
- F. Dress appropriately for position and function.
- G. Possess valid driver's license and dependable transportation.
- H. Maintain minimum of \$100,000 automobile liability insurance on each vehicle driven for agency business.

IV. Other Duties as Assigned

Qualifications:

I. Education, License, and Background Requirements

- A. Licensure
 - AODA Counselor I: Licensed as a Substance Abuse Counselor-in-Training by Wisconsin Department of Safety and Professional Services upon employment, and become licensed as a SAC when 4,000 hours of experience have been obtained.
 - AODA Counselor II: Licensed as a Substance Abuse Counselor (SAC) or Clinical Substance Abuse Counselor (CSAC) by the Wisconsin Department of Safety and Professional Services.
 - Dually Credentialed: Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), or Licensed Clinical Social Worker (LCSW) *and* SAC/CSAC *or* with the specialty authorization to treat substance use disorders.
- B. Licensures require graduation from an accredited school with an associate's, bachelor's, master's, or a doctoral degree in a field of behavioral science and completion of 360 hours of specialized education in substance use disorder counseling within a comprehensive program or written degree program.
- C. Completion of Caregiver Background Check in accordance with DHS 12, WI Administrative Code, with no crimes or other findings that prohibit employment as a caregiver unless rehabilitation approval is received, and with no convictions that are determined to be substantially related to the care of a client.

II. Knowledge, Skills and Abilities

- A. Must be able to work in a multidisciplinary setting.
- B. Must be capable of working with a variety of ages and genders.
- C. Must be capable of working with a wide range of alcohol, drug abuse and associated problems.
- D. Must be capable of implementing a comprehensive AODA treatment program in an outpatient setting and be able to provide services to clients on specific alcohol/drug related topics including but not limited to the following areas:
 - 1) Use/Abuse/Dependence
 - 2) Progression of Addiction
 - 3) Signs & Symptoms
 - 4) Common Defense Mechanisms in Addiction
 - 5) Co-dependence
 - 6) Recovery & Relapse
 - 7) ACOA/COA Issues
 - 8) Women's Issues
 - 9) Medical Aspects of Addiction
 - 10) 12 Step Fellowships
- E. Must be able to develop a working rapport with clients and with the community.