

LICENSED ALCOHOL/DRUG COUNSELOR SUPERVISOR

KIND OF WORK

Professional supervisory direction of substance abuse and dual diagnosis counseling and case management work.

NATURE AND PURPOSE

An employee in this class directs and supervises staff of a substance abuse/dual diagnosis program by assisting in the development, implementation, and maintenance of a variety of treatment activities, reviewing cases and determining assignments for Licensed Alcohol and Drug Counselor staff. Incumbents assist in the development and maintenance of a treatment milieu that is therapeutic in nature, as well as fiscally viable. Maintain records and prepare reports on department activities. Participate in assigned meetings. Establish and maintain effective working relationships with staff members, public and private agencies, employers, community leaders, and general public. Perform related work as required.

Know-How (specific and integrative) -- Requires specialized knowledge/skills including a good understanding of substance abuse, addictive process and a variety of treatment interventions sufficient to conduct and continually improve work processes and to provide technical assistance to the Licensed Alcohol and Drug Counselor in resolving unique issues. In addition, incumbents may be called upon to provide direct counseling to the most complex, hard to treat clients. Activities have specific objectives and content, and require appropriate awareness of related activities.

Problem-Solving (context and thinking challenges) -- Acceptability of conclusions, improvements or solutions is guided/governed by clearly defined agency policies and principles from fields of science, commerce, public administration and academic disciplines; positions have latitude to consider whether new procedures may have to be developed, consistent with policies or existing principles, to achieve required end results; the "what" is clearly stated but the "how" is largely determined by the employee's own judgment. Work involves differing situations with moderate rates of substantive change which may have new or unusual elements, requiring intensive search for solutions/appropriate choices among defined options or within area of learned things.

Accountability (freedom to act/empowerment and impact on end results) -- Practices and procedures are covered by historic examples, well-defined specific procedures, regulations and standards relating to the treatment of persons with substance abuse problems and program management with periodic necessary consultation with supervisor; may deviate from established procedures and practices as long as end results meet standards of acceptability. Impact is primary, providing direct authorization for important decisions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises state employees in accord with labor agreements and ensure that program staff will effectively perform assigned job duties by directing the work of others; assigning and controlling the flow of work; writing and revising position descriptions; training; recommending hiring and disciplinary actions; and by conducting performance evaluations.

Consults and makes clinical determinations, in conjunction with the Program Manager and Admissions Officer, regarding individual admissions, intra-facility transfers and discharges to the community so that individual treatment needs are considered and also alternative community treatment facilities are taken into account.

Assists the Director in planning, development, implementation, evaluation, and revision of substance abuse services to ensure services are provided in an efficient manner and the program remains viable.

Coordinates programs and oversees clinical operations by supervising and/or providing direct treatment services so that all clients have comprehensive, quality individual plans that are appropriately monitored and revised as necessary.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance, and discipline reporting program staff.

Extensive understanding of the characteristics of substance abuse, the addictive process, and mood, thought and/or personality disorders sufficient to appropriately apply a variety of treatment intervention techniques.

Counseling skills sufficient to provide alcohol and drug treatment services to adults and adolescents who are experiencing substance abuse and other co-occurring mood, thought and/or personality disorders.

Extensive knowledge and clinical skills in the area of human growth and development, including the unique needs of a diverse population, sufficient to monitor and evaluate the appropriateness of services and care.

Knowledge and understanding of community resources sufficient to ensure the appropriateness of services, treatment plans and referrals to other professional services.

Extensive knowledge and understanding of the policies and practices of the agency to ensure all aspects of services offered are consistent with all applicable regulations and to sufficient to be a role model for professional ethics.

Ability to:

Maintain satisfactory working relationships with clients, their families, other staff members, community case workers, county case managers and insurance companies.

Monitor and evaluate data sufficient to translate data into performance improvement and improved client care.

Write reports, procedures, rules, and correspondence sufficient to describe, promote and justify current and future treatment program initiatives and outcomes.

Communicate effectively sufficient to participate in public relations activities, deliver educational programs and present in-service training.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Licensed by the State of Minnesota as an Alcohol and Drug Counselor.

Est.: 11/05
Rev.:
Ckd.: 12/07

T.C.:
Former Title(s):