

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002760
Grade 20**

BEHAVIORAL HEALTH ASSOCIATE COUNSELOR (ALCOHOL/DRUG)

DEFINITION OF CLASS:

This is full performance professional level work providing substance abuse assessment, short-term alcohol and drug counseling, case management services to clients with substance use disorders, and/or crisis intervention services to clients in a community crisis center, shelter, or other health/social service setting. Personal contacts are with a variety of health, mental health, social service providers and staff and legal system representatives in order to exchange information and make referrals related to clients' treatment needs, track progress, and resolve problems. The work requires detailed questioning when interviewing clients to obtain factual and sensitive information and determine crisis situation, general nature and priority of assistance needed, and appropriate level of substance abuse treatment.

An employee in this class is responsible for assisting clients who may be substance abuse dependent to obtain addiction treatment services by providing initial screening and assessment, counseling, crisis intervention as needed, referral to drug testing, addiction treatment and mental health or other health/social services. The work involves the provision of ongoing client casework, short-term counseling, referral to other services (e.g., food, shelter, child care), and tracking of clients' compliance with program requirements and progress towards stability and self-sufficiency. The employee works under the supervision of a licensed Professional Clinical Counselor, Social Worker, or supervisor of equivalent credentials (approved by the Maryland State Board of Professional Counselors and Therapists to supervise alcohol and drug counseling). The employee independently carries out day-to-day work and handles most problems that arise; however, the supervisor regularly reviews and discusses case files with the employee and is available to provide guidance in difficult or unprecedented cases. The work is performed in accordance with established State and local codes, regulations, policies, and practices and accepted professional standards and operating procedures. Judgment and resourcefulness are applied in the application of available guidelines and policies to the identification and assessment of substance abuse dependence and development and/or implementation of treatment plans. The work is made complex by the sensitivity, severity and multiple number of problems presented by the clients (e.g., substance abuse and dependence, domestic violence, sexual assault, chronic mental illness, criminal behavior, homelessness, suicide ideation, etc.) which must be assessed and prioritized by the employee in order to provide counseling, crisis intervention, and referral to substance abuse treatment and other services, as necessary. The purpose of the work is to provide clients access to addiction treatment, counseling, case management and other services in order to improve their stability and self-sufficiency. Work is generally performed in an office environment and requires ordinary physical effort associated with sitting at a desk, walking, standing, and/or driving an automobile. Visits to clients' homes have the potential for confrontation with unpredictable or aggressive individuals and appropriate measures or practices must be taken to deal with such conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provides short term counseling and/or crisis intervention, as necessary to assist individuals through

the client-counselor relationship to define goals and make decisions relating to substance abuse; plan a course of action reflecting the needs, interests and abilities of the individual relating to substance abuse; and use informational and community substance abuse resources relating to personal, social, emotional, educational, and vocational development and adjustment.

- Provides screening, comprehensive assessment of substance abuse and dependency, and referral for drug testing and substance abuse treatment and/or mental health counseling, and follow-up.
- Maintains client case load and monitors compliance with substance abuse treatment and other requirements or recommendations.
- Participates as a team member in the case management of clients' needs and services by providing clients' status and service/assistance needs information; collaborates with other staff to implement clients' treatment plans.
- Coordinates referrals and provides appropriate linkage for clients to community services; works with other health care agency representatives to ensure coordination of services, outreach, and advocacy.
- Collects data and maintains necessary case work files and records to document client progress for review with senior program staff; prepares appropriate reports and statistics for local and state agencies.
- Confers with public and private sector agencies, both orally and in writing, to facilitate client's progress or in the capacity of referring individuals for services and assistance.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of, and the ability to apply, the theories and principles of human behavior and personality development and the principles, practices and techniques used in short-term counseling.
- Knowledge of intrapersonal and interpersonal substance abuse problems.
- Knowledge of current social, economic, cultural, and health issues affecting individuals and their families.
- Knowledge of the functions and resources of public and private agencies available for referral.
- Ability to establish and maintain effective working relationships with clients and representatives of public and private referral agencies.
- Ability to identify health, social service, and mental hygiene resources and appropriately link individuals to these resources.
- Ability to interview clients and ascertain facts relevant to follow-up assessments by licensed mental health professionals.
- Ability to work effectively with individuals who have social, economic, emotional, behavioral, or mental health problems.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: None beyond that required to obtain, in the State of Maryland certification as Certified Supervised Counselor, Alcohol/Drug (CSC-AD); or, Certified Associate Counselor, Alcohol/Drug (CAC-AD).

Education: None beyond that required to obtain, in the State of Maryland, certification as Certified Supervised Counselor, Alcohol/Drug (CSC-AD); or, Certified Associate Counselor, Alcohol/Drug (CAC-AD).

Equivalency: None.

LICENSE:

- Certification, in the State of Maryland as a Certified Supervised Counselor, Alcohol/Drug (CSC-AD); or, Certified Associate Counselor, Alcohol/Drug (CAC-AD).

Note: There will be no substitutions for this section.

- Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with a Drug/ Alcohol Screen.

Class Established: May, 2005

Revised: August, 2013

January, 2015

April, 2018