

## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>DRUG AND ALCOHOL COUNSELOR AIDE DRUG AND ALCOHOL TREATMENT SERVICES</b>
<b>JOB SUMMARY:</b>	Assist a Drug and Alcohol Counselor in clinical counseling, testing, and educational activities with detained youth.
<b>JOB DUTIES:</b>	Work directly under the supervision of a qualified chemical dependency counselor. Administer, score and record screening test. Identify residents that have been detained for 72 hours. Assist Chemical Dependency Specialists in history intakes, assessments, and treatment. Participate in drug/alcohol education, groups, and individual contact with adolescents. Facilitate group therapy, individual counseling, educational class sessions, aftercare, and follow-up groups dependent upon education and experience. Perform referral services as deemed appropriate by the supervisor. Answer the telephone and relay messages in the absence of other staff. Maintain the area in a clean and professional manner. Prepare progress reports for attorneys, court, probation department, and others. Perform other duties as assigned by supervisor. Prepare and maintain patient's case files.
<b>TRAINING, EDUCATION EXPERIENCE:</b>	Post high school training and/or experience in the drug and alcohol field preferred (to include family history awareness). Have obtained nine quarters or six semester credits from an accredited college, with a minimum of three quarter or two semester credits in each of the following courses: a. Survey of chemical dependency; b. Physiological actions of alcohol and other drugs; and c. Chemical dependency counseling techniques. Attendance at a half-day Cultural Diversity Training required.
<b>PERSONAL TRAITS:</b>	Must exercise wide latitude for mature decision-making. Must have a genuine concern for drug and alcohol-related youth. Must maintain strict confidentiality and a professional demeanor with staff and clients. Must maintain a high standard of professional ethics. Must have the ability to work well with multi-ethnic clientele and Court staff.
<b>REQUIREMENTS:</b>	Must be 20 years of age or older. Must have no history of alcohol or other drug misuse for a period of two years before being assigned as a CDP intern and throughout the time of the internship. Must submit to a background check.
<b>JOB RELATIONSHIPS:</b>	Supervised by a certified Drug and Alcohol Counselor. Responsible to the Volunteer Services Manager.
<b>TIME COMMITMENT:</b>	Minimum of ten hours per week for six months. Time negotiable during the day on weekdays.