

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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## DRUG ABUSE COUNSELOR 1

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### DEFINITION

As a trainee, performs entry level therapeutic counseling with alcoholic and/or drug abuse clients in an institutional or out-patient setting; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Learns to conduct individual and group therapy sessions to facilitate clients' recovery from drug and alcohol addiction; listens to clients' problems, discusses alternate methods of coping with stress, teaches clients about the physical and psychological aspects of drug and alcohol addiction, etc.

Learns to write and periodically review individual treatment programs for clients along with other staff and/or the client in order to set a course of recovery for the client; identifies client problems, sets goals, establishes action steps for reaching those goals, periodically evaluates client's progress in reaching goals, and updates plan as needed.

Attends staff or treatment team meetings, etc., to coordinate therapy efforts with other treatment staff by discussing unit policies and procedures, client treatment plans, problems with specific clients, and other unit matters.

Learns to gather background information and write social histories on clients in order to aid staff in planning individual treatment programs.

Records observations of clients' behavior in order to chart their progress toward meeting treatment goals and to maintain up-to-date records of clients' cases.

Plans for clients' discharge by finding out clients' needs in the way of housing, employment, follow-up counseling, etc., and arranges for those needs to be met by agencies in the clients' home communities.

Contacts community organizations and agencies to establish and maintain sources of referral of potential clients or a network of supportive services for discharged clients; may also maintain contact with recently-discharged clients to monitor their progress in a community program and in dealing with stress without the addictive substance.

### COMPETENCIES REQUIRED

Knowledge of basic psychological principles as applied to the treatment of substance abusers.

Knowledge of the physical and psychological aspects of drug and alcohol addiction.

Ability to interact with clients to help them confront and overcome their drug or alcohol addiction.

Ability to listen actively to clients concerning their problems for the purpose of gaining understanding of clients' situations.

Ability to deal with situations where problems and solutions are not well defined.

Ability to teach or inform others about substance abuse and its consequences.

Ability to discern the truth during conversations with substance abusers.

Ability to conduct individual and group therapy sessions.

Ability to apply interviewing principles and techniques.

Ability to understand the laws, regulations and policies concerning the release of confidential information about clients.

Ability to discern the source of a client's problem so that it can be addressed in treatment.

Ability to communicate effectively, both orally and in writing.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Completion of a one-year training program in drug abuse or alcoholism counseling;

OR

experience equal to one year of full-time work as a member of a treatment staff in a mental health or substance abuse treatment program with direct client contact;

OR

the equivalent of sixty semester hours of college with major course work in counseling, psychology or social work;

OR

completion of one year of an R.N. or L.P.N. training program from an accredited school;

OR

any equivalent combination of the above.

Effective Date: 11/99 GR