

## BEAR RIVER HEALTH DEPARTMENT

### JOB DESCRIPTION

**Title:** Treatment Counselor – Brigham City Office

**Division:** Substance Abuse

**Grade:** 22 or 24 depending on credentials

**Wage:** \$27.65/hr. - \$30.77/hr.

**Description:** Full-Time Benefited

**Closing Date:** Open Until Filled

#### Summary of Duties:

Under general supervision of the Substance Abuse Director performs the following duties. Administers assessments to determine readiness for substance abuse treatment and develop plans for each assigned client. Counsel's clients involved in substance abuse programs; performs individual and group therapy counseling to promote rehabilitation. Prepares and delivers substance awareness and preservation training to clients. Prepares and maintains documentation to include case histories, progress notes, treatment plans and other related items; presents findings to individuals and officials. Attends meetings and facilitates substance abuse programming; exchanges information and updates knowledge of substance abuse specialty area. Other duties as assigned.

#### Education & Experience:

- Graduation from an accredited 4-year college or university with a Master's Degree in Social Science or related field (MSW, LMFT, LCSW, CPC) with a current license to provide counseling in the state of Utah

AND

- Two (2) years of full time paid professional employment in a community counseling setting or related field.

#### Knowledge, Skills & Abilities:

Working Knowledge of:

- Considerable knowledge of counseling techniques and theories. Skilled in applying knowledge and theories regarding addictive behaviors.
- Must be able to develop accurate treatment plans in order to monitor client progress, complete up to date progress notes, and provide regular client correspondence for referring court parties.
- Prepare for and facilitate groups for substance abuse clients.
- Must be skilled in crisis intervention techniques.

Skilled in:

- Office procedures
- Customer service principles and practices
- Phone etiquette
- Operating standard office equipment
- Data entry, spreadsheets, word processing
- Interpersonal relations to handle concerns and/or fears of clients

Ability to:

- Maintain good organizational skills
- High attention to detail
- Communicate effectively verbally and in writing
- Understand and follow instructions
- Maintain confidentiality of all records and information
- Multi task effectively
- Work quickly and accurately under pressure
- Must be able to maintain a cooperative working relationship with co-workers and those contacted during the course of the work day activities.

#### Special Qualifications:

Must be able to pass a full background check and drug screening, must possess or be able to obtain a valid Utah Driver License at the time of employment, Must be able to provide own transportation. Must be able to lift 30 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health. Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at [www.brhd.org](http://www.brhd.org). Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: [stello@brhd.org](mailto:stello@brhd.org) - Phone: 435-792-6498 – Fax: 435-792-6495