

SHERIFF'S OFFICE OF WORCESTER COUNTY
POSITION DESCRIPTION¹

POSITION: SUBSTANCE ABUSE COUNSELOR II M/F)
SALARY : \$44,433.85 -\$53,084.43
BARGAINING UNIT: NAGE - Professional Employees
LAST DAY TO APPLY: 02/07/2017

I. **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

To provide inmates with education and information about substance abuse and dependence.

II. **ESSENTIAL FUNCTIONS:**²

- (a) To provide drug and alcohol education for inmates
- (b) To provide education in the areas of stress management, anger management and coping skills
- (c) To teach Relapse Prevention I and Relapse Prevention II programs
- (d) To educate inmates about high risk behaviors with the goal of reducing the spread of AIDS, Hepatitis A, B and C, and other sexually transmitted diseases
- (e) To develop an individualized aftercare plan which identifies problems requiring continuing treatment and service to help the inmate remain drug-free
- (f) To prepare accurately and maintain as current all required reports and records
- (j) To observe inmates/probationers/parolees general condition and refer inmate to the appropriate supportive services i.e. medical, mental health, social services
- (g) To foster an atmosphere of cooperation between inmates and staff
- (h) To observe conduct and behavior of inmates and to report any unusual occurrences to supervisor
- (i) To work harmoniously, cooperatively and courteously with others at all times

- (j) To ensure that inmates sign-in on the required attendance sheet
- (k) To conduct classes in a professional manner and use only approved materials
- (l) To perform other duties as assigned
- (m) To report for work on time and appropriately attired
- (n) To maintain regular attendance

III. **MINIMUM QUALIFICATIONS:**

A. **Education and Experience:**

Minimum of two (2) years relevant experience.

B. **Special Requirements:**

None.

C. **Knowledge, Ability and Skill:**

- Ability to communicate clearly and concisely, in writing and orally
- Ability to maintain accurate and detailed records
- Ability to talk to others to effectively convey information
- Ability to listen to and understand information and ideas presented through verbal and written communication
- Ability to work long hours during any part of a 24-hour day
- Working skill in the use of personal computers, particularly word processing
- Working knowledge of support agencies such as Alcoholics Anonymous, etc.
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- Working knowledge in the effects of drugs and alcohol

D. **Physical Qualifications:**

- Minimal physical effort demanded when performing functions under typical clinical setting.

- Frequently required to sit, talk and hear.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

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IV. **JOB ENVIRONMENT:**

Clinical setting in prison environment.

V. **SUPERVISION RECEIVED:**

General supervision by Director of Substance Abuse Treatment.

VI. **SUPERVISION EXERCISED:**

None.