

INYO COUNTY  
PERSONNEL SERVICES  
P. O. Box 249  
INDEPENDENCE, CA 93526



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AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

### **ADDICTIONS COUNSELOR III**

**DEFINITION:** Under the general direction of the Behavioral Health Director and specific supervision of a program manager, depending upon level of position, may provide assessment, counseling, education, relapse prevention, and case management to persons with alcohol or drug addictions and/or with dual diagnoses, and related problems.

#### **ESSENTIAL JOB DUTIES:**

This position is expected to perform all of the essential job duties noted above for Addictions Counselor I and II. This position functions at the highest level of autonomy in the Addictions Counselor series, and functions in a lead role in the absence of the supervisor.

#### **EMPLOYMENT STANDARDS**

##### **Training and Experience:**

Certification as a drug and alcohol counselor is required plus a minimum of three years of experience (*one year* as defined in accordance with Title IX above) providing alcohol and/or other drug treatment and recovery services, including both counseling and educational services.

**Knowledge of:** Current best practices in the assessment and treatment of chemical dependency and persons with co-occurring disorders in a system of care and in public sector; laws pertaining to confidentiality and care of persons with addictions.

**Ability to:** Communicate effectively both orally and in writing with the Courts, Probation, and other collaborative partners; participate in and benefit from supervision, collaborative staff meetings, and trainings; sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, twist, and lift and carry up to 25 pounds; climb and descend stairs; use a telephone; drive a motor vehicle. Consistent attendance is an essential function of the position.

##### **Special requirements:**

Incumbents hired at the Addictions Counselor II or III level must possess and maintain certification as a drug and alcohol counselor during the term of employment.

Applicants at all levels of the Addiction Counselor series (I, II and III) must: successfully complete a pre-employment background investigation and physical examination, submit to yearly tuberculosis test, possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment, and possess a valid operator's license issued by the State Department of Motor Vehicles.