

SUPERIOR COURT OF THE STATE OF WASHINGTON  
OKANOGAN COUNTY JUVENILE COURT SERVICES AND CORRECTIONS CENTER

**OKANOGAN COUNTY POSITION DESCRIPTION**

*Chemical Dependency Counselor/Professional*

DEPARTMENT: Juvenile

RESPONSIBLE TO: Administrator/Director of Services (or designee)

IMMEDIATE SUPERVISOR: Treatment Services Manager

STATUS: Salaried - Non-Union - Exempt

RANGE: 20; This is a grant funded position with funding available over the next two years. Funding may continue beyond that, but is not guaranteed.

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**JOB OBJECTIVE/SUMMARY**

The qualified counselor provides information, counseling, educational therapy, assessments, referrals, and discharge services for those who enter the Okanogan County Juvenile Court Services. The employee will be assigned to work within the following areas: Inpatient, Outpatient/Aftercare or Assessments/CDART program/Special Programs.

**ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

The qualified counselor is responsible for providing counseling services for youth that are referred by the courts to participate in a chemical dependency education or recovery program. Counseling procedures as established by the Administrator and Program Director will include, but not be limited to the following:

1. Responsible for performing chemical dependency evaluations on referred clients using approved testing instruments and evaluating tools, and determining their amenability for the program or for referral to other agencies and/or programs. Prepares reports to the court for use at hearings by court services staff. Testifies on behalf of the agency and is subject to cross examination in court.
2. Counseling regarding chemical abuse/dependency and encouragement of participation in programs that will assist the individuals.

3. Develops detailed evaluation summaries and case reports for each resident to be utilized by the court and court officers. These evaluations will become part of the residents treatment file.
4. Conduct individual, family, group and aftercare counseling. Facilitate and/or Co-Facilitate CD/ART program. Conduct education sessions (ADEC) .
5. Conducts breath analysis and urinalysis testing for alcohol and drugs to ensure compliance with the program and aftercare abstinence.
6. Responsible for keeping detailed statistics and reports to meet federal, state and local requirements. Is subject to program audits by authorities from various licensing and funding agencies.
7. Performs such other functions of the program as deemed appropriate by the administrator the administrator's designee or the Program Director.

### **REQUIRED QUALIFICATIONS**

1. The counselor shall have the background and education to perform the necessary counseling requirements of a chemical dependency professional per WAC 246-811.
2. Minimum two years' experience in the juvenile justice system, children and family services, counseling or closely related field
3. 21 years of age or older with legal right to live and work in the U.S.
4. Valid Washington State driver's license
5. Ability to successfully complete First Aid/CPR course
6. Ability successfully complete the conditional employment requirements and pre-employment background checks and testing.
7. Ability and willingness to work with families and at risk youth
8. Ability to work a non-standard schedule
9. Ability to work independently as well as contribute to a team
10. Ability to work with adolescents
11. Very good interpersonal/communication skills

### **EQUIPMENT USED**

1. County Motor Vehicles;
2. Manual and electronic security devices;
3. Office Equipment, including computers;
4. Breath analysis and chemical urinalysis testing apparatus for drugs and alcohol;
5. Testing assessment instruments for chemical dependency.

**WORKING ENVIRONMENT:**

Primarily in office and clinical settings, with considerable time spent within a secure corrections center. Some time spent out in the community making agency contacts and in the courtroom providing testimony.

**EMPLOYMENT BACKGROUND CHECKS AND TESTING**

Criminal, background, and reference checks will be conducted prior to offer of employment. Offers of employment will be conditioned upon completing one or more of the following: Drug Testing, Polygraph Testing, and Psychological Testing. All results will be provided to the administrator for discretion in determining employability or continued employment.

**FLSA EXEMPT**

This position is exempt from the provision of the Fair Labor Standards Act.

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**EMPLOYEE ACKNOWLEDGEMENT**

I have read and received a copy of my position description. This position description reflects general details necessary to describe the position's essential functions and the position's level of knowledge and skill typically required. The position description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

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**Employee Signature**

**Date**