

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78581
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	7720		

Job Code Established:	07/25/05	Effective Date:	07/06/05
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Psychology, Mental Health and Related Series

JOB CODE TITLE: SENIOR CORRECTIONAL SUBSTANCE ABUSE COUNSELOR

HRIS TITLE: SR CORRL SUBS ABUSE CNSLR

CHARACTERISTICS OF THE JOB CODE: Positions in this job code are independent substance abuse treatment counselors responsible for clinically assessing inmates referred to the programs, delivering substance abuse education classes, conducting therapy groups and one-on-one counseling sessions. Assists and provides guidance to Correctional Substance Abuse Counselor (at the Technician or Associate Levels of licensure).

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Conducts substance abuse education classes and therapy groups with inmate participants. Conducts one-on-one clinical assessments and individual counseling sessions. Maintains clinical records. Participates in meetings and clinical staffings. Develops individual substance abuse treatment plans with inmate program participants. Writes relapse prevention plans, and case file notes. Coordinates transitional pre-release planning with case manager, Community Supervision staff and inmate participants. Interacts with community resource providers and security staff. Maintains accurate statistical data. Collaborates with Medical and Mental Health staff.

Conducts assessments on inmate participants for developing appropriate treatment plans. Supervises and evaluates inmate program performance. Writes reports, case files and case notes for review by supervisor.

Assists and guides Correctional Substance Abuse Counselors, reviews and approves recommended treatment plans.

WORK CONDITIONS: Works closely with adult felons in an institutional setting.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Addiction and treatment practices and protocol; counseling techniques; adult learning processes; methods and practices of classroom teaching, and application in correctional addiction program; the rules and regulations, policies and standards of the Department of Corrections; security practices.

Skill/Ability to: Effectively deliver program curriculum in classroom environment; conduct and interact with inmates in a group setting and in one-on-one situation; interact effectively with security staff and public including volunteers and family members; work in a secured prison environment; work as a team member; develop interpersonal relationships; speak and write effectively; operate computer; collect and maintain statistical data; supervise and provide guidance and leadership to junior team members.

SPECIAL SELECTION FACTORS: Must be a Licensed Substance Abuse Counselor as authorized by the Arizona State Department of Behavioral Health Examiners at a minimum level of Licensed Independent Substance Abuse Counselor.