MONTANA JUDICIAL BRANCH

TREATMENT LICENSED ADDICTION COUNSELOR

# Nature of Work:

The Licensed Addiction Counselor is responsible for providing addiction treatment and case management of clients through assessment, counseling, mentoring and referrals. The counselor develops and oversees the individualized addiction recover plans; maintains clinical records and provides individual and group counseling; monitors progress of clients.

**Essential Functions:** (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)

* Assess and evaluate clients’ mental and physical health, addiction or problem behavior, and readiness to treatment.
* Develop treatment plans.
* Reviews and recommends treatment options.
* Work with clients to identify behaviors or situations that interfere with client’s recovery.
* Refer clients to other resources and community services.
* Develops educational and recover programs.
* Completes and interprets assessment tools to evaluate therapeutic needs and implement recover plans.
* Maintains files and case notes using the court data management system.
* Develops and conducts recovery management sessions.
* Conducts sessions with family members and client’s support system.
* Refers clients to psychiatric, counseling medical and other community based services.
* Participates in drug court team training, meetings and staffing.
* Interacts with and responds to drug court team members and participants.
* Attends court sessions.

# Knowledge, Abilities and Skills:

Principles, methods and practices of addiction treatment.

Ability to conduct comprehensive interviews, gather social history information and prepare findings and recommendations.

Assessment and diagnostic skill and experience in conducting biopsychosocial assessments.

Administration of addiction treatment programs using evidence based counseling methods.

Referral sources for community based resources.

Documentation related to addiction assessment, treatment and referral.

Ability to function under stressful conditions.

Ability to communicate clearly and respond professionally in confrontive situations.

Personal computer knowledge and use of work-processing applications and other office equipment.

Ability to maintain confidentiality.

Ability to be perceptive, versatile, flexible yet firm when necessary.

Ability to establish and maintain effective working relationships with clients and their families and other professionals.

Must have a current Montana driver’s license.

**Working Conditions:**

Work is performed primarily in an office environment and involves exposure to normal, everyday risks which require normal safety precautions. The employee may be subject to verbal abuse and physical harm from irate or highly emotional clients and family.

**Physical Demands:**

This position requires activities such as sitting from long periods, standing, bending, stooping, reaching, climbing stairs, lifting and carrying light to medium objects.

**Qualifications:**

Minimum qualifications are a bachelor’s degree from an accredited college or university in social work, human services or related field and two years’ experience in addiction counseling or an associate degree in Chemical Dependency Counseling and four years of experience in addiction counseling. Must be licensed as an addition counselor (LAC).

**Licensure and Certification Requirements:**

Must be a licensed addiction counselor, and must have a valid Montana driver’s license.