Pennington County Sheriff’s Office Job Description

Job Title: Addiction Counselor Trainee
Division: ATS
Reports To: Clinical Supervisor
Grade: 11
FLSA Status: Non-Exempt
Approved Date: 1/7/2014

Job Summary
The Addiction Counselor Trainee provides comprehensive researched-based counseling functions to individuals/families afflicted with substance use disorders under the supervision of a Licensed Addiction Counselor or Clinical Supervisor.

Essential Duties and Responsibilities

• Demonstrating competent skills in delivering the 12-core functions (screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and recordkeeping and consultation) of chemical dependency counseling services to individuals/families afflicted with substance use disorders.
• Assisting in ensuring the compliance with pertinent federal, state, and local regulations.
• Reinforcing clinical programming and staff adherence to ethical practices.
• Maintaining and modeling a close collaborative working relationship with community resources to ensure quality care is being provided.
• Demonstrating knowledge in the fidelity of evidence-based practices within all levels of programming.
• Attending meetings and completing trainings as required.
• Adhering to Sheriff’s Office policies.
• Performing other duties as assigned.

Minimum Requirements

• HS Diploma or GED required.
• 1 year experience working in the addictions field.
• Must meet the minimum education and direct supervision hours to meet state certification standards. Requirements for Certified or Licensed Addiction Counselor must be met within five years of obtaining a Trainee License.
• Possession of or ability to readily obtain a South Dakota State Licensed Addiction Counselor License and a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

Working Environment
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The work is typically performed in an office.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.