



Pennington County
Addiction Counselor Trainee
(Non-Exempt B21)

Position Objective:

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 Functions:

- 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.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- 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:

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.