



Pennington County  
Licensed Addiction Counselor  
(Non-Exempt B25)

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**Position Objective:**

The Licensed Addiction Counselor Performs and models delivery of comprehensive researched based counseling functions to individuals/families afflicted with substance use disorders and assists in the coordination and supervision of clinical services.

**Essential Functions:**

- Demonstrating competent skills in delivering the 12-core functions of chemical dependency counseling services to individuals/families afflicted with substance use disorders.
- Assisting Clinical Supervisor in training Addiction Counselor Trainees and Certified Counselor positions, acting as a mentor.
- 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.
- Facilitating group and individual counseling sessions.
- Communicating professionally and holding clients accountable.
- Documenting per contract and billing standards for services provided.
- Adhering to Sheriff's Office policies.
- Attending meetings and events as required.
- 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:**

- Minimum of a Master's Degree in a behavioral science field from an accredited post-secondary institution. Minimum of 3 semester hours and a grade 'C' or higher in each of the following courses for a total of 21 semester hours.
  - Addiction Counseling Theories and Techniques
  - Psychopharmacology or Psychopathology
  - Legal, Ethical and Professional Standards
  - Case Management and Assessment of Co-Occurring Disorders
  - Treatment Planning
  - Clinical Supervision
  - Multicultural Competency
- Minimum of 2,000 hours of supervised work experience specific to alcohol and drug counselor domains.

- 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:**

Work is 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.