# ISSUED August, 1983

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# SUPERSEDES

# TITLE Counselor - Substance Abuse CLASSIFICATION GRADE 06

# SPECIALTY GRADE 42

BASIC FUNCTION AND RESPONSIBILITY

#### Conduct and coordinate substance abuse treatment and educational programs for patients, their families, health care students and staff, and public groups.

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plan, conduct, and evaluate individual and small group therapy sessions with new and returning drug/alcohol dependent patients and their families.

Work with other counselors to coordinate and improve counseling methods.

Assist in development and implementation of new training/treatment programs, which may involve development or selection of training and educational materials, equipment and supplies.

Maintain appropriate records of patient progress and prepare operational reports concerning drug/alcohol treatment.

Coordinate treatment and discharge planning to assure adequate follow-up care for patients.

Serve as liaison to coordinate referral and care of drug/alcohol dependent patients.

Plan, conduct and evaluate substance abuse educational programs for hospital/health care staff, medical students and residents.

Participate as lecturer or facilitator on substance abuse issues.

Train, supervise and evaluate student interns and employees.

Maintain effective working relationships with faculty, staff, students and the public.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

#### SUPERVISION RECEIVED

Supervision from a Director, Associate Director or other designated individual.

#### SUPERVISION EXERCISED

Functional supervision is exercised over student employees and interns.

#### QUALIFICATIONS

A Bachelor's degree in counseling, psychology, or related discipline or equivalent combination of education and experience is required.

Some (6 months – 1 year) experience working with substance abuse treatment program and drug/alcohol dependents is required.

Excellent written and verbal communication skills are required.

Some (6 months – 1 year) counseling experience in institutional or residential substance abuse treatment unit is desirable.