



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 4131

ADDICTION TECHNICIAN

GRADE I

SCOPE OF WORK:

Work involves assisting licensed addiction counselors in delivering addiction treatment services to individuals, families, and groups. Duties are performed under close supervision of a licensed addiction counselor who is approved as a registered clinical supervisor by the North Dakota Board of Addiction Counseling Examiners. This class is intended for trainees, interns, and individuals from other states awaiting licensure from the North Dakota Board of Addiction Counseling Examiners.

DUTIES PERFORMED:

- Assist with substance abuse assessments.
- Assist with individual, family, and group counseling.
- Assist with maintaining client progress notes and records, correspondence, and other client and program record-keeping.
- Assist in presenting substance abuse related education and prevention programs.
- May assist clients with daily living skills and services to accommodate treatment plans.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Must have completed all but two academic courses required for the addiction counseling field in a bachelor's or master's degree program in addiction studies or closely related social sciences or health care field. Individuals in this class must complete all coursework, training, and/or tests and obtain an addiction counselor license from the North Dakota Board of Addiction Counseling Examiners within two years of the date hired.

Eff. Date: 3/88

Rev: 2/99 – Updated to new format

Rev: 7/12 – Conversion to Hay System

Rev: 8/13 – Revised title, scope, duties, and minimum qualifications; grade factored by Job Evaluation Committee