



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Codes: 4132
4133
4134

ADDICTION COUNSELOR

SCOPE OF WORK:

Individuals assigned to positions in this class series are responsible for providing a full range of drug and/or alcohol addiction treatment services to individuals, families and groups.

DUTIES PERFORMED AT ALL LEVELS:

- Complete screenings and evaluations utilizing appropriate assessment tools.
- Recommend diagnosis and treatment.
- Develop treatment plans in collaboration with the client.
- Conduct individual, family, and group therapy sessions.
- Monitor progress of the client.
- Provide aftercare, outreach, and crisis/emergency interventions.
- Coordinate case management and referral services.
- Maintain client records to meet licensure standards.
- Participate in staffings.

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

ADDICTION COUNSELOR I

4132

Grade J

LEVEL DEFINITION:

Individuals at this level of work generally provide addiction treatment services for a more routine caseload under the supervision of upper level clinicians.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires current licensure as an Addiction Counselor by the North Dakota Board of Addiction Counseling Examiners.

ADDICTION COUNSELOR II

4133

GRADE L

LEVEL DEFINITION:

Individuals at this level of work generally provide addiction treatment services for a more complex caseload with minimal supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide multi-level addiction treatment and case management services.
- Design and implement addiction treatment programs.
- Assist with supervision of addiction counselor trainees, interns, and treatment programs.
- Develop and present drug and alcohol related education and prevention programs.
- Act as a liaison/consultant/trainer with staff, other units, and community agencies.

MINIMUM QUALIFICATIONS:

Requires current licensure as an Addiction Counselor by the North Dakota Board of Addiction Counseling Examiners and two years experience in a private or public facility with duties similar to those listed for an Addiction Counselor I. A master's degree may substitute for one year of the experience requirement.

ADDICTION COUNSELOR III

4134

GRADE M

LEVEL DEFINITION:

Individuals at this level of work generally coordinate administrative duties of a program and provide clinical supervision to counselors, trainees, and interns in addition to providing addiction treatment services to clients.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide administrative and clinical supervision to counseling staff, trainees, and interns.
- Determine schedules, make/monitor case assignments, and complete evaluations of staff.
- Coordinate and administer the daily operation of the treatment program.
- Review and assess treatment programs to develop and enhance programs.

MINIMUM QUALIFICATIONS:

Requires current licensure as an Addiction Counselor by the North Dakota Board of Addiction Counseling Examiners and three years experience in a private or public

facility with duties similar to those listed for an Addiction Counselor II. Also requires certification as a Clinical Supervisor by the North Dakota Board of Addiction Counseling Examiners. A master's degree may substitute for one year of the experience requirement.

Eff. Date: 3/88

Rev: 2/99 – Updated to current format

Rev: 7/12 – Conversion to Hay System