

LANCASTER COUNTY  
LICENSED ALCOHOL AND DRUG COUNSELOR

NATURE OF WORK

This is professional human service work in a community mental health and substance use program utilizing counseling and therapeutic techniques to assist clients in the treatment of their substance use disorder.

Work involves providing direct client counseling services; individual or group client counseling services utilizing a variety of treatment methods tailored to meet each individual client's needs; contacting social service agencies within the community and referring clients requiring assistance to those agencies; performing initial client evaluation interviews; independently determining substance use disorder and treatment methodology with subsequent review and confirmation; maintaining appropriate client records reflecting treatment provided and client progress; preparing reports as needed for agency and court review; and coordinating, instructing, and supervising the treatment program with other staff members, including student interns and volunteers, and with community agencies.

EXAMPLES OF WORK PERFORMED

Provides individual or group client counseling services utilizing the Matrix Intensive Outpatient Treatment approach to meet each individual client's recovery needs.

Contacts social service agencies within the community and refers clients requiring assistance to those agencies.

Plans and implements group educational sessions for clients to improve social skills, develop recovery capital, and the development of a relapse prevention plan.

Performs initial client evaluation interviews and participates in a multi-disciplinary assessment team.

Maintains appropriate client records reflecting treatment provided and client progress; prepares reports as needed for agency and court review.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles, practices, and methods pertaining to the delivery of substance use services to clients.

Knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of clients.

Knowledge of the functions and services of community organizations and related human services.

Ability to establish and maintain effective working relationships with clients, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to understand and relate to the problems and needs of clients.

Ability to maintain records of services provided and client progress.

#### MINIMUM QUALIFICATIONS

Associate degree with major coursework in social work, psychology, sociology, counseling or related field plus two years of experience counseling clients in a social service or behavioral health treatment program or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a Licensed Alcohol and Drug Counselor (LADC) credential or Provisionally Licensed Alcohol and Drug Counselor (PLADC) credential.

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