

**ALCOHOL & DRUG DEPENDENCY SERVICES**  
**JOB DESCRIPTION**

**Job Title:** Counselor Aide

**FLSA Status:** Non-exempt

**Qualifications:** Minimum of high school diploma or GED equivalent; valid driver's license with good driving record required. Urine Specimen Collection certification, Breath Alcohol Technician certification, Mandatory Reporter certification, Medication Management Training and CPR required within 6 months of hire.

**Reporting Supervisor:** Counselor Aide Supervisor

**Duties:**

1. Assist residential program staff in carrying out duties.
2. Participate in supervised individual, group, and other program interventions.
3. Perform other aspects of program services including case file management, urinalysis collection, client supervision and transporting, complete room searches as needed, mediate interactions of clients as needed, provide detailed documentation of client activity.
4. Supervise and document the client's self-administration of authorized medications.
5. Supervise residential facility in absence of other staff.
6. Other duties as assigned.

**Work Environment:** Residential treatment setting with minimal exposure to noise or temperature variation.

**Physical Demands:** Frequent periods of sitting; occasional lifting, standing, and bending.

**VALUES:**

*Effective 5/01/2016*

**Ethical**

- All my actions, behaviors and decisions will be ethical, legal and in full compliance with all applicable laws and regulations; I will maintain strict confidentiality at all times.

**Non-Judgmental**

- I will not judge others based on stereotypes or make negative assumptions.

**Respectful**

- I will be professional, respectful, and courteous in all forms of communication.
- I will listen respectfully to others and work cooperatively for a satisfactory outcome.

**Integrity**

- I will act with integrity and honesty in all interactions, communications and decisions.

**Client-Focused**

- I will perform my work with the best interest of our clients at heart.

**Heart**

- I will perform my job with “*heart*”, displaying a positive attitude focused on teamwork to achieve ADDS’ MISSION.

**MISSION:**

To provide high quality treatment, rehabilitation, prevention and education services for persons involved in and/or concerned with substance abuse problems, problem gambling and other behavioral disorders using a Recovery Oriented System of Care.

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**Employee Signature**

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**Date**

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**Executive Director Signature**

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**Date**