



Superior Court of California

County of San Joaquin

222 E. Weber Avenue, Stockton, CA 95202; (209) 468-9342

EMPLOYMENT OPPORTUNITY

SUBSTANCE ABUSE COUNSELOR I/II

Drug Court

(Temporary Part-Time Position)

SALARY: \$15.88 Hourly - \$19.40 Hourly
FINAL FILING DATE: Friday, March 19, 2010, 5:00 p.m.

THE POSITION: This is a Temporary Part-Time position (20 hours a week), in the Dependency Drug Court to provide services for individuals that have substance abuse problems. The primary function of this position will be administering various tests to clients.

TYPICAL DUTIES (include but are not limited to): Conducts intake interviews; administers various tests such as addiction severity index; obtains background and financial information; assigns clients to specific programs or counselors; maintains records client records; document progress notes, doctor appointments, court appearances, and other pertinent information; prepares routine reports and correspondence. Learns to assess and evaluate clients referred by law enforcement, probation and other agencies and develops plans for treatment; interviews clients, family and others to compile pre-assessment reports; monitors clients participation in individual and group counseling; reports progress to courts, law enforcement agencies, or other jurisdictions; coordinates treatment and supervision of clients with various correctional agencies, medical staff, court officials and others. Learns to assist clients to establish plans to address social, cultural, familial and personal factors contributing to substance abuse. Learns to identify community resources to refer clients to appropriate resources. May transport clients to various community resources. Works with groups to provide a supportive environment to encourage clients to remain substance free. Conducts field work to identify clients and high-risk individuals; provides information about available community resources and treatment programs; may verbally explain various written material and instructions for non-English speaking clients and families; assists staff in working with clients of other cultures. Coordinates effort with various social service agencies to ensure proper receipt and accounting of income and expenses. May perform special project assignments such as assisting in developing, implementing and modifying curricula; performing special assignments related to new programs or changes in existing programs;

APPLICATIONS:

Court applications must be received at San Joaquin County Superior Court, Human Resources Department, 1st Floor, Room 141

222 E. Weber Avenue, Stockton, CA 95202

Applications can be completed and downloaded from our website at

www.stocktoncourt.org or contact the Human Resources Department at (209) 468-9342

APPLICATION PROCESS: Human Resources will review all applications. Applicants who meet the minimum requirements will be referred to the department for employment consideration. The Court reserves the right to limit the number of candidates invited to participate in the interview process to include only the best qualified candidates should a large number of candidates apply.

MINIMUM QUALIFICATIONS:

Note: Employment with San Joaquin Superior Court is contingent upon passing a background check.

Special Requirement: Due to the male gender clientele in the Dependency Drug Court and the nature of the primary function, we are seeking male applicants.

License: Possession of a valid California Driver's License

Education: Successful completion of 30 semester or 45 quarter units from an accredited college or university which included 12 semester or 15 quarter units in psychology, sociology, counseling, chemical dependency or a closely related field.

Certification: Upon appointment, incumbents shall have six months to register and five years to obtain an Alcohol and Other Drug (AOD) Counselor certificate, issued by a certifying agency approved by the State of California. Failure to register within six months of appointment and/or obtain an AOD certification within the required timeframe may result in release from employment.

Knowledge of: Laws, regulations, policies, and procedures relevant to the Court's Drug/DUI Program, including client confidentiality and Counselor's Code of Conduct; principles and techniques of individual and group counseling; physiological, psychological and sociological aspects of alcohol and other drug abuse and dependency; needs, problems, attitudes and behavior patterns of substance abuse clients; principles of public relations; reporting and record-keeping techniques; basic computer and modern office automation technology and computer software programs relevant to department operations; community resources and agencies.

Ability to: Understand and apply regulations, policies, and procedures relevant to a substance abuse program; facilitate individual and group counseling sessions; maintain client confidentiality; evaluate client and family needs; analyze and evaluate situations accurately; reason logically and draw valid conclusions; recommend and implement effective treatment plans; counsel clients and families; operate computers and related software; establish and maintain effective working relationships with clients, co-workers, community agencies and the public; maintain records and write reports; communicate effectively, both orally and in writing.

Physical and Mental Requirements: *Mobility:* frequent sitting for long periods; operate a data entry device; some walking; occasional standing, pushing, pulling, bending, squatting, and climbing; driving. *Lifting:* frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds. *Visual:* constant need for good, overall vision and reading/close-up work; frequent need for color perception and use of hand/eye coordination; occasional use of depth perception and peripheral vision. *Dexterity:* frequent holding, reaching, repetitive motion, writing. *Hearing/Talking:* frequent need to hear normal speech, talk/hear on the telephone and talk in person. *Emotional/Psychological:* frequent public contact, exposure to emotionally charged situations and distraught clients; deal with emergency situations; constant concentration; occasional exposure to trauma, grief, or death. *Special Requirements:* may require working weekends/nights; working alone. *Environmental:* occasional exposure to varied weather conditions.

*The Superior Court of California, County of San Joaquin is
an Equal Employment Opportunity Employer*