

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ADDICTION COUNSELOR

Reports To: Designated Supervisor

UW Job Code: 3048

UW Job Family: 3A - Health/Medical Professional

SOC Code: 21-1011

FLSA: Exempt

Pay Grade: 21

Date: 2-28-19

JOB PURPOSE:

Provide direct clinical addiction counseling services to University students, consultations with University staff, faculty, students, and families, and outreach programming to the University campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide mental health assessment, diagnosis, treatment, support, and necessary referral for behavioral health and substance abuse counseling.
- Provide care coordination for substance abuse and mental health among an interdisciplinary team of primary care providers, mental health and substance abuse providers, and case management and pharmacy staff.
- Provide individual, conjoint, or group counseling and therapy for University students.
- Provide emergency mental health services during non-office hours.
- Maintain client files and case notes; maintain correspondence and compile information; prepare reports as assigned.

SUPPLEMENTAL FUNCTIONS:

- Conduct evaluations of counseling; assist in research; prepare documents for the institution.
- Participate in professional development opportunities and in-service training.

COMPETENCIES:

- Attention to Detail
- Sensitivity
- Stress Tolerance

- Developing Organizational Talent
- Quality Orientation
- Ability to Learn

MINIMUM QUALIFICATIONS:

Education: **Bachelor's Degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Licensure as a Certified Addictions Practitioner (CAP)**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Professional ethical guidelines.
- Group counseling and crisis intervention services.
- Adolescent and/or adult counseling.
- Addictive substances and substance abuse behaviors.
- Diagnosing and treating addictions.
- Mental health issues educating processes and techniques.
- Human behavior and performance.
- Individual differences in ability, personality, and interests.
- Assessment and treatment of behavioral and affective disorders.
- Clinical operations and procedures.
- Community mental health resources.
- Principles and methods of social and vocational rehabilitation as they relate to mental health clinical practices.
- Legal and ethical issues related to patients' rights.
- Community support services.
- Principles and processes for providing customer and personal services.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects.

Skills and Abilities to:

- Effectively communicate in written and verbal form.
- Perform essential functions under stressful situations.
- Maintain confidentiality.
- Adhere to professional ethical guidelines.
- Make administrative/procedural decisions and judgments.
- Interviewing and psychological/developmental evaluation.
- Maintain emotional stability to cope with human suffering, emergencies, and other stresses.

- Create, compose and edit written materials.
- Observe, assess, and record symptoms, reactions, and progress.
- Evaluate the progress of therapeutic programs and make individual modifications.
- Preparing and maintaining patient records.
- Work effectively with a wide range of constituencies in a diverse community.
- Foster a cooperative working environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Routinely works during non-office hours.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.