



Lafayette County Human Services  
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**Job Title:** AODA Counselor  
**Hours:** Regular Full-Time/40 hours per week; Monday-Friday  
**Pay Range:** \$27.78 - 29.37 per hour, based on experience; plus, longevity, if applicable  
**Department:** Lafayette County Human Services  
**Reports to:** Behavioral Health Unit Manager  
**FLSA:** Non-Exempt  
**Position Purpose:** This position is a part of the clinical treatment team of the Lafayette County Mental Health & Substance Use Clinic. AODA Counselors provide a full continuum of outpatient services to individuals seeking addiction treatment.

**Essential Position Responsibilities:**

- AODA Counselors provide a full continuum of outpatient services to individuals seeking addiction treatment. As part of the clinical team, AODA Counselors participate in clinical staffing, treatment planning, information and referral inquiries, crisis intervention, and provide consultation within the agency, to community service partners and the public. Completes comprehensive initial assessments that reflect the client's need for outpatient addiction treatment services to include presenting problems, substance use history, psychosocial history, diagnostic impressions, areas of functional impairment, and recommendations for treatment. Recommendations for treatment include application of the approved placement criteria and review of the diagnosis and level of care recommended by the medical director (staff psychiatrist) or a licensed clinical psychologist.
- If an AODA counselor identifies symptoms of a mental health disorder and trauma in the assessment process, the service shall refer the individual for a mental health assessment conducted by a mental health professional.
- Provides results of the assessment to the client (and/or parent/legal representative) as well as treatment alternatives, client's rights and responsibilities, the anticipated fees for treatment, and the clinic's grievance procedure.
- Develops a treatment plan in collaboration with the client based on the initial comprehensive assessment and describe the patient's individual or distinct problems. The treatment plan shall specify short- and long-term individualized treatment goals that are expressed in behavioral and measurable terms, and are explained as necessary in a manner that is understandable to the patient. The treatment plan should include realistic goals, expected outcomes, the treatment, rehabilitation, and other therapeutic interventions needed to reach the client's treatment goals, and describe the criteria for discharge from services.
- Ability to abide by the state rules and regulations regarding client confidentiality and client rights as they relate to AODA services.

- Conducts treatment plan reviews (staffing reports per DHS 75) with the client to evaluate progress toward goals, the need for additional assessment or changes in the plan, and verification of current medications. Clinical treatment plan reviews must be scheduled every 90 days for clients who attend treatment one day per week or less and every 30 days if clients are seen more than once per week.
- Provides crisis intervention to individuals who present to the clinic in crisis which may include development of a crisis plan and/or collaboration with our crisis system service team and other appropriate personnel in the community.
- Provides individual, couples/relationship, family and group psychotherapy to clients based on their treatment/recovery plan using evidence-based, best practice models of treatment and therapeutic intervention. Group therapy programs will be developed based on need for a specific service based on referrals to the clinic. May provide treatment services to individuals in the Lafayette County Alcohol and/or Drug Treatment Court.
- Conduct Intoxicated Driver assessments and all functions related to the Department of Transportation Intoxicated Driver Program (IDP) as specified in DHS 62 & 75 as may be needed.
- Maintains client's electronic record in accordance with confidentiality rules and regulatory requirements and standards. Timely completion of documentation is required to include the initial (and subsequent) assessments, progress notes, staffing/supervision meetings, collegial clinical collaboration, treatment plans and reviews, case management, education, referrals, collateral contacts, phone calls/texts/emails, and a closing/discharge summary.
- Monitor need for and complete any documentation/forms required by third party payers to support reimbursement of services provided. Provide accurate, adequate documentation in electronic record to support billing and reimbursement of services rendered.
- Performs basic case management functions for assigned clients including but not limited to: collaborating with other providers working with client from other agencies regarding treatment and aftercare planning; assisting clients in residential care to return to the community; providing advocacy to facilitate a client's adjustment in the community by providing education to employers, family members, landlords, physicians, community agencies, and aftercare resources; referring client to case management services within Lafayette County Human Services if case management needs exceed that which can be provided within counselor role.
- Provides information and referral to individuals about community mental health and addiction resources; consults with agencies, schools, and other health professionals concerning assessments, treatment planning, and recommendations.
- Promotes recovery and assures the involvement of families, and/or other natural supports whenever possible with client consent.
- Maintains professional licensure/certification and competence through continuing education focused on evidence-based interventions and other best practices.
- Participates in administrative and other duties as assigned which may include being a member of a committee to promote awareness of and maintain community mental health and addiction services and delivery systems.
- Provides client's family, as appropriate, education concerning the effects of use and abuse of alcohol or other substances, the dynamics of abuse and dependency and available services and resources.
- Performs other duties within the scope of professional responsibilities as assigned by the supervisor.
- Ability to work flexible hours.

**Position Requirements:**

- Bachelor's degree required from an accredited university or college in Social Work, Psychology, or other Human Services related field; Master's degree preferred.
- Substance Abuse Counselor – in Training eligibility required; Substance Abuse Counselor or Clinical Substance Abuse Counselor certification preferred. [If not fully certified, must be able to obtain valid Substance Abuse Counselor in Training (SAC-IT) within first 30 days of hire (needed to perform AODA services)].
- Master's degree in Clinical Social Work or Licensed Professional Counselor with AODA scope of practice and provider status in the state of Wisconsin preferred.
- Working knowledge of addictions and recovery, counseling and case management principles and methods.
- Knowledge of the federal, state, and local rules and regulations governing the delivery of AODA services.
- Ability to provide professional addictions services to clients and their families.
- Valid Driver's License.
- Ability to communicate effectively orally and in writing.
- Ability to facilitate group meetings.
- Participation in Emergency 24 hour on-call. Serves as on-call professional within regular agency emergency services rotation. Maintains knowledge of and adheres to agency emergency services policies and procedures.

**Job Skills:**

- Thorough knowledge of the disease concept of addiction, physiological, psychological, emotional, and spiritual effects of addiction, effects of addiction on the family, familiar with the recovery process and systems of relapse, and be familiar with treatment of clients with co-occurring disorders.
- Skilled in employing various types of educational and counseling modalities as well as strategies for assessing and incorporating client's current motivation for change.
- Excellent communication skills (oral and written), aptitude for critical thinking, good time management with ability to effectively prioritize responsibilities, and high level of professionalism and ethical practice.
- Positive attitude, enthusiasm, and sincere conviction for providing services to clients with addiction and/or co-occurring disorders with complicated psychosocial circumstances.
- Ability to establish positive connections and develop relationships with clients, their natural supports, and other professionals. Able to meet each client where they are and instill hope for recovery.
- Capable of demonstrating sensitivity and respect for the life experiences, individual differences, belief systems and practices, and the motivation for change of each client. Ability to communicate with individuals from diverse cultural and socio-economic backgrounds.
- Ability to maintain a calm demeanor and make good clinical decisions while adhering to clinical, ethical, and regulatory standards and comfortable seeking consultation when needed.
- Ability to provide excellent customer service.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**DISCLAIMER CLAUSE:**

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.