



Job Title: Certified Addictions Specialist **Job Class:** Program Delivery
Reports To: SUD Clinical Director **Grade:** 7

Status: Non-Exempt

POSITION SUMMARY

Provides addiction treatment services independently to clients requiring assistance with substance use disorders in a complete range of duties associated with addiction treatment

CORE RESPONSIBILITIES

- Interviews, reviews records, and confers with other professionals to evaluate condition of clients
- Formulates programs for treatment and rehabilitation of clients
- Counsels clients individually and in group sessions to assist clients in overcoming alcohol and drug dependency
- Counsels family members to assist family in dealing with and providing support for the client
- Refers client to other support services as needed such as medical evaluation and treatment, social services and employment services
- Monitors condition of client to evaluate success of therapy; adapts treatment as needed
- Maintains accurate and timely clinical records consistent with Center standards
- Prepares documents for presentation in court and presents testimony in court
- Participates in meetings and in-services
- Participates in a minimum of 2 hours clinical supervision per month
- Performs other job duties as assigned

EDUCATION

Bachelor's Degree in related health sciences

CERTIFICATES, LICENSES, REGISTRATIONS

Certified in the State of Colorado as a Certified Addictions Specialist



- Ability to work well with special populations along with maintaining appropriate boundaries
- Knowledge of methods of substance use disorder treatment and intervention
- Knowledge of community resources
- Skills to serve culturally diverse populations that may have a bearing on service provision
- Effective written and verbal communication skills
- Demonstrates effective time management and the ability to multi-task
- Knowledge of basic computer literacy such as e-mail communication and word processing
- Ability to work flexible and on-call hours, which may be required
- Demonstrate a commitment to continuous skill development to competently serve individuals from diverse cultures and backgrounds



I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities and the core competencies that are needed to complete my role.

Employee Signature

Date

Supervisor Signature

Date