



CIVIL SERVICE COMMISSION  
**COUNTY OF MADERA**  
ANNOUNCEMENT OF EXAMINATION

**CERTIFIED ALCOHOL AND DRUG  
COUNSELOR**

**\$3013 - \$3163 - \$3322 - \$3488 - \$3662/Month**

**POSITION:**

Essential

Functions: Plan, organize and implement specialized alcohol and drug programs in the County Behavioral Health Services Department.  
Provide alcohol and drug counseling and rehabilitation services in the County Behavioral Health Services Department Alcohol and Drug Program.  
Make public presentations and provide information on alcohol and drug abuse.

**APPLICATION:**

Apply: Department of Human Resources, 4<sup>th</sup> Floor  
200 West 4<sup>th</sup> Street, Madera, California 93637  
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970  
24-Hour Job Line: (559) 675-7697  
Website: www.madera-county.com

**FINAL FILING DATE: CONTINUOUS** (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ***\*Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

**PHYSICAL:**

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

**EXAMINATION PROCESS:**

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ***\*Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

**EQUAL OPPORTUNITY EMPLOYER**

**QUALIFICATIONS:**

Knowledge of:

Alcohol and Drug screening tools, assessment and diagnosis.  
Philosophy and goals of substance abuse treatment services and mental health programs.  
Laws and regulations applicable to alcohol and drug treatment programs.  
Theories and causes of alcohol and drug problems and characteristics of alcohol and drug abusers.  
Common practices and procedures used in therapeutic interaction with alcohol and drug abusers and chronically mentally ill people.  
Various therapeutic, treatment and recovery approaches, including individual, group and family counseling.  
Philosophy of Harm Reduction as it applies to alcohol and drug abuse and the mentally ill.  
Interviewing techniques.  
Community resources, including community support groups, mental health and social services agencies.  
Principles of supervision, training and work coordination.  
Principles, procedures, techniques and trends of counseling, treatment and casework services.  
Social aspects and characteristics of alcohol and other drug abuse.  
Principles of alcohol and drug education.  
Current trends in mental hygiene, mental health, public health and social services, including State and Federal programs in these areas.  
Documentation requirements, discharge planning and referral services.  
Chain of custody and drug testing protocols.

Skill to:

Operate a personal computer.  
Operate modern office equipment.

Ability to:

Perform a variety of alcohol and drug counseling, presentation, and program support assignments with minimum supervision.  
Attend a variety of relevant training activities, workshops and conferences.  
Plan, organize and conduct specialized alcohol and drug programs.  
Develop and maintain the confidence and cooperation of alcohol and drug clients and their families.  
Perform skilled counseling on an individual basis, in groups, and with families.  
Develop and implement assessments and treatment plans, alone or in a collaborative fashion.  
Maintain the confidentiality of client information.  
Interact with clients in a therapeutic manner.  
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.  
Develop and maintain effective working relationships with the general public, co-workers and those contacted during the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*ONE (1) YEAR OF EXPERIENCE PROVIDING ALCOHOL AND DRUG COUNSELING SERVICES; AND SIXTY (60) UNITS OF COLLEGE LEVEL COURSE WORK, WITH COURSEWORK IN PSYCHOLOGY, SOCIOLOGY, OR OTHER RELEVANT SUBJECT MATTERS; AND MUST MEET CERTIFICATION REQUIREMENTS OF THE LICENSING AND CERTIFICATION DIVISION OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS; AND POSSESSION OF, OR ABILITY TO OBTAIN, AN APPROPRIATE VALID CALIFORNIA DRIVER'S LICENSE.*

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**SPECIAL REQUIREMENTS:**

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals and infectious disease; ability to travel to different sites and locations.

***For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705, or by visiting [www.madera-county.com](http://www.madera-county.com).***

**BENEFITS:**

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Certified Alcohol and Drug Counselor-Continuous

May 8, 2008  
(08-045)

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.**