



CLASS SPECIFICATION

Class Title: Inmate Substance Use Disorder Counselor
Department: Sheriff
FLSA: Exempt

Class Code: 7727
Grade: 21
Eff. Date: 12/20/2024

GENERAL PURPOSE

Under the general direction of the Chief Deputy over Corrections, provides individual and group therapy, treatment planning, clinical assessments, direct services, to inmate patients with substance use disorders rooted in evidence based practices for criminal justice- involved individuals.

EXAMPLE OF DUTIES

Facilitates cognitive behavioral therapy and trauma group treatment and provides individual counseling sessions.

Performs clinical assessments, completes discharge summaries upon leaving treatment, develops crisis and treatment plans, monitors progress, tracks and modifies plans as required.

Prepares psychological or mental health assessments. Initiates appropriate levels of care.

Conducts therapy sessions in accordance with the established treatment plan and provides crisis intervention if necessary.

Maintains accurate and thorough documentation of treatment episodes.

Ensures holistic approach and coordination of care and case management.

Completes case documentation and required reports in the appropriate format and in a timely manner.

Delivers presentations, stand up training, and/or instruction to staff and management.

Conducts surveys and/or studies and uses findings and other scientific research data to improve existing programs and utilization of resources in partnership with the Department of Corrections.

Collaborate with other mental health professionals and correction staff to accomplish effective treatment outcomes.

Complies with codes of professional ethics and HIPAA; strictly follows agency policies, procedures, and code of conduct.

Supervises student interns as appropriate.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Master's degree in a clinical mental health field.

Preference for Substance Use Disorder related experience.

2. **Special Qualifications:**

Must possess and maintain license as a mental health professional in the State of Utah (LCSW, CMHC, or LMFT).

Must pass the Davis County Sheriff's Office background investigation. As part of the background investigation, the DCSO requests that all applicants submit to a pre-employment truth verification examination.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: social casework principles; individual and group therapy methods, principles, and techniques; crisis intervention theory and techniques; human development and behavior principles; emotional, personality, and substance abuse disorders; the ASAM assessment, public relations and communication skills.

Skill in: using applicable computer hardware and software.

Ability to: maintain confidentiality; respond appropriately and effectively in crisis situations; function under limited supervision; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, inmates, and the public.

WORKING CONDITIONS

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**