

**Benchmark Title     **ADDICTIONS COUNSELLOR – 14P****

**Grid Level**           14 – Paraprofessional Wage Grid

**Job Summary**         Provides prevention, assessment, referral, counselling and follow-up services to individuals and family members affected by abuse of alcohol, drugs and gambling.

- Key Duties and Responsibilities**
1. Conducts comprehensive assessments, develops treatment plans and makes referrals to other programs or agencies as required.
  2. Provides individual, family and group counselling using therapeutic techniques drawn from theoretical frameworks such as family systems, solutions-focused, narrative and psychodynamic group work.
  3. Assists clients to live without depending on addictive substances and activities. Teaches and assists clients in developing life skills and community survival skills. Engages clients in acceptable recreational and social activities in the community.
  4. Develops and facilitates support groups for clients and/or their families as required.
  5. Reviews and evaluates client's progress and makes adjustments to treatment plans as required. Provides feedback and support to clients and/or their families.
  6. Develops and provides prevention and education activities in the community such as workshops, as required.
  7. Maintains liaison with other agencies, professionals, ministries and the community.
  8. Maintains client records and provides statistics and reports as required.
  9. Performs other related duties as required.

**Qualifications**       *Education and Knowledge*

Bachelor's degree in a related human / social service field.

*Training and Experience*

Two (2) years recent related experience, including training or experience in addictions work.

Or an equivalent combination of education, training and experience.

## COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

**BENCHMARK TITLE: Addictions Counsellor**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires a Bachelor's degree	6	113
2	Training and Experience – Requires 2 years recent related experience including training or experience in addictions work	4	100
3	Physical Demands – Often involves very light physical exertion in writing reports	2	14
4	Concentration – Often listens to clients to interpret client needs and behaviour; often requires a very high level of mental demands to define problems and develop treatment plans	6	50
5	Independence – Guided by addictions counselling standards, develops treatment plan, provides counselling using therapeutic techniques and evaluates progress	5	71
6	Judgement – Reviews and evaluates clients' progress and modifies treatment plans and counselling techniques to move towards treatment goals	6	86
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Work is evaluated for compliance to addictions counselling standards – work has direct impact on client service; errors may result in substantial loss of time in terms of delay in client progress	5	71
9	Communication – Provides therapeutic counselling to clients who do not normally co-operate	6	86
10	Care of Individuals – Work involves individual, group and family counselling using therapeutic techniques	5	50
11	Environment/Working Conditions – Often exposed to moderately undesirable working conditions in the form of dealings with clients who are uncooperative and/or have behavioural issues.	5	42
Total Points			703
Grid Level			14P