



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

SUBSTANCE ABUSE AND BEHAVIORAL DISORDER COUNSELOR SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Substance Abuse & Behav Dis Cnsr Supv.	G1011S	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Counsels and advises individuals with alcohol, tobacco, drug or other problems, such as gambling and eating disorders. May counsel individuals, families or groups or engage in prevention programs.

Nature of Work

The Substance Abuse & Behavioral Disorders Counselor Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and helps people who have problems with alcohol, drugs, gambling, and eating disorders. They counsel individuals to help them to identify behaviors and problems related to their addiction. Counseling can be done on an individual basis, but is frequently done in a group setting and can include crisis counseling, daily or weekly counseling, or drop-in counseling supports. Counselors are trained to assist in developing personalized recovery programs that help to establish healthy behaviors and provide coping strategies. Often, these counselors also will work with family members who are affected by the addictions of their loved ones. Some counselors conduct programs and community outreach aimed at preventing addiction and educating the public. Counselors must be able to recognize how addiction affects the entire person and those around him or her.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.

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- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Employees in this role direct a substance abuse program.
- Employees provide individual and group counseling to substance abuse patients to guide them through a therapeutic intervention to stop using drugs and/or alcohol.
- Employees have technical expertise and function as a consultant, provide supervision and training, public outreach, and may testify in court hearings.

Recommended Education and Experience for Full Performance***

Bachelor's Degree in Human Services or Social Services Counseling and two (2) years of experience in mental health or substance abuse counseling, one (1) year of which must be supervisory.

Minimum Qualifications

Associate's Degree in Human Services or Social Services Counseling and two (2) years of experience in mental health, substance abuse counseling and/or behavioral disorder counseling environment. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Knowledge and Skills

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Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training

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effects.

Philosophy and Theology — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Service Orientation — Actively looking for ways to help people.

Speaking — Talking to others to convey information effectively.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Persuasion — Persuading others to change their minds or behavior.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Statutory Requirements: Must possess a Master's Degree in Psychology or related field and be independently licensed or licensable by the New Mexico Counseling and Therapy Practice Board.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the

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time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

Established: 04/27/2012 **Revised:** 11/12/2015 (Min Quals)

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.