



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### SUBSTANCE ABUSE AND BEHAVIORAL DISORDERS COUNSELORS

| <u>Class Title</u>                       | <u>Class Code</u> | <u>Pay Band</u> | <u>Alt Pay Band*</u> |
|--|-------------------|-----------------|----------------------|
| Substance Abuse & Behav Disorder Cnslr-B | G1011B            | 50              |                      |
| Substance Abuse & Behav Disorder Cnslr-O | G1011O            | 55              |                      |
| Substance Abuse & Behav Disorder Cnslr-A | G1011A            | 60              |                      |

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

#### Occupation Description

Counsel and advise 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

Substance abuse and behavioral disorder counselors help 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 of Levels

*Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role conduct initial screening of prospective client.
- Employees assist in documenting treatment plans, progress notes; case management notes, document treatment records in patient program issues; participate as member of a multi disciplinary treatment team; assist in providing individual and group counseling.

#### Recommended Education and Experience for Full Performance

Associate's Degree in Human Services or Social Services Counseling and two (2) years of experience in mental health and/or substance abuse counseling.

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### Minimum Qualifications

High School diploma or Equivalency and one (1) year of experience in a substance abuse and or behavioral disorder counseling environment.

### Operational

- Employees in this Role provide independent addiction counseling and educational services to clients.
- Employees deliver direct substance abuse recovery services to clients; assess needs of substance abuse clients to determine appropriate level of service, treatment planning and goal setting; evaluate client's behavior to ensure a safe therapeutic environment conducive to recovery; provide crisis intervention and instruct staff in nonviolent crisis prevention/intervention.

### Recommended Education and Experience for Full Performance\*

Associate's Degree in Human Services or Social Services Counseling and four (4) years of experience in mental health or substance abuse counseling.

### Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in a substance abuse and or behavioral disorder counseling environment.

### Advanced

- 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.

### 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

**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.

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**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 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

**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.

## SUBSTANCE ABUSE AND BEHAVIORAL DISORDERS COUNSELORS

### **Statutory Requirements: N/A**

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

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001      **Revised:** 9/20/2011, 11/12/2015 (Min Quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*