

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**SUBSTANCE ABUSE COUNSELOR
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future paraprofessional positions located within the Department of Corrections (DOC). Positions allocated to this series provide direct substance abuse treatment services to clients in state facilities as part of a comprehensive rehabilitation program. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses paraprofessional positions located within the Department of Corrections. Positions allocated to this series provide paraprofessional level substance abuse treatment services a majority of the position's time. Positions in this series are responsible for developing individualized treatment plans and discussing treatment progress with a multi-disciplinary treatment team

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that meet the statutory definitions of supervisor and/or management as defined in ss. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that provide professional level activities (i.e. assessment, evaluation, case management, and counseling) in the areas of social work, or other comparable

specializations a majority of the time (more than 50%) and are more appropriately classified as Social Worker - Corrections.

3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression to the objective level is through reclassification as the employee satisfactorily attains the specified training, education, and experience.

E. Terminology Used in the Classification Specification

“Substance Abuse” means use of alcohol or another substance individually or in combination in a manner that interferes with functioning in any of the following areas of an individual’s life: educational, vocational, health, financial, legal, personal relationships or role as a caregiver or homemaker. (HFS 75.02(83), Wis. Adm. Code.)

II. DEFINITIONS

SUBSTANCE ABUSE COUNSELOR CLASSIFICATION SERIES

Positions allocated to this classification series provide paraprofessional specialized substance abuse treatment services to inmates in facilities operated by the DOC. Treatment services are primarily focussed on alcohol and other drug abuse issues and are performed under the guidance of a Corrections Program Supervisor. Positions are responsible for implementation of specific portions of a treatment plan developed by a multi-disciplinary treatment team or by a professional trained in the field of alcohol and other drug abuse or related field. Positions monitor counseling to the inmates, and chart progress notes.

SUBSTANCE ABUSE COUNSELOR - ENTRY

Positions allocated to this level perform the duties described in the definition statement under close progressing to limited supervision of a clinical supervisor or higher level professional staff.

SUBSTANCE ABUSE COUNSELOR - OBJECTIVE

Positions allocated to this level perform the duties described in the definition statement under general supervision of higher level professional staff and, in addition, may provide guidance to entry level staff.

Representative Positions:

Chippewa Valley Correctional Treatment Facility: Under the general supervision of the Corrections Program Supervisor, provide direct paraprofessional substance abuse assessment, education, and treatment to inmates as part of a comprehensive rehabilitation program; provide alcohol and other drug abuse screening and treatment services; provide individual and group counseling to inmates; schedule progress reports to families and facilitate community education presentations; and chart progress notes.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirements:

All positions must possess AODA certification by the Department of Safety and Professional Services including Substance Abuse Counselor (SAC) or Clinical Substance Abuse Counselor (CSAC).

IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 16, 1994, and announced in Bulletin CC/SC-28 as a result of a survey for represented professional social service classifications. This classification was again modified effective April 4, 2004, and announced in Bulletin OSER-0021-MRS-SC upon the request of the Department of Corrections to describe positions that provide paraprofessional level substance abuse treatment services at correctional institutions.

This classification was modified effective October 4, 2015 and announced in Bulletin DPM-0411- CC/SC to update the definition language and remove the DHS from the class spec inclusions and representative positions.

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