Human Resources
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Substance Abuse Counselor

JOB CODE	JOB FAMILY	PROFILE
JCP114	**Health and Social Services**	**Substance Abuse Counselor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**November 8, 2026**

The Substance Abuse Counselor provides addiction counseling services within the scope of licensure to clients in various department-operated programs. Responsible for delivering substance abuse treatment services aligned with the department's treatment modality.

Job Description

DUTIES AND RESPONSIBILITIES

- Gathers and evaluates client treatment information through assessments and case histories to determine appropriate treatment intensity.
- Develops individualized treatment and rehabilitation plans for substance abuse clients.
- Provides clinical guidance and supervision to addiction professionals with lower-level licensure.
- Delivers therapeutic interventions to clients in crisis situations.
- Refers clients to psychological evaluations, treatment programs, or support groups as needed.
- Conducts individual and group counseling sessions within the scope of licensure and department protocols.
- Facilitates educational group sessions based on the department's treatment model and guidelines.
- Maintains accurate case files, documents care-related notes, and tracks referrals and related documentation.
- Prepares client progress reports and related documentation for presentations or evaluations.

- Upholds professional standards in ethics, competence, confidentiality, client care, and licensing board regulations.
- Attends staff meetings and participates in team conferences as assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s in Counseling, Social Work, or a related field.
- One (1) year of work experience in counseling.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.

- Licensure as an Alcohol and Drug Abuse Counselor (LADAC), Licensed Professional Counselor (LPC), Licensed Professional Mental Health Clinical Counselor (LPCC), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT), Licensed Master Social Worker (LMSW), or Licensed Independent Social Worker (LISW) is required.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.
- In accordance with the Caregivers Criminal History Screening Act (Sections 29-17-1 through 29-17-5 NMSA 1978), new hires working in Behavioral Health Services must undergo a caregiver criminal history screening. A disqualifying condition may result in denial or termination of employment.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Work surfaces are typically even and may be carpeted or tiled.
- Indoor surfaces are usually dry and may include stairs.
- Work hazards may include exposure to noise and potentially dangerous situations in a correctional facility environment.
- Works independently or with a group or team, as needed.
- Flexible work hours may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Regularly uses computers and communication equipment.
- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles files, reports, forms, and other administrative paperwork and supplies.
- May occasionally use first aid and oxygen equipment.