



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **SUBSTANCE ABUSE COUNSELOR**

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**SALARY:** \$3,807.10 - \$5,126.92 Monthly  
\$45,685.20 - \$61,523.04 Annually

**DEPARTMENT:** PUBLIC HEALTH

**OPENING DATE:** 10/26/22

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER:**  
PH5884B

**TYPE OF RECRUITMENT:**  
Open Competitive Job Opportunity

**FIRST DAY OF FILING:**  
Friday, October 28, 2022 at 8:30 a.m., Pacific Time (PT)

***This examination will remain open until the needs of the service are met and is subject to closure without prior notice.***

**No Out-of-Class experience will be accepted**

**DEFINITION:**

Participates as a counselor in a substance abuse or mental health services program designed to prevent substance abuse and provide for the treatment of rehabilitation patients and mental health clients with substance abuse problems.

**CLASSIFICATION STANDARDS:**

Positions allocable to this journey-level class typically receive general supervision from a higher-level supervisor such as a senior-level rehabilitation or mental health counselor, psychiatrist, or psychologist and participate in interdisciplinary treatment programs. Incumbents provide a variety of substance abuse and/or mental health recovery services, such as patient/client assessments, development of recovery and treatment plans, and counseling. Positions allocated to this level are distinguished from the Substance Abuse Counselor Aid by their responsibility for the more difficult cases. Incumbents must have demonstrated knowledge of basic counseling and substance rehabilitation principles, practices and techniques. Incumbents are typically assigned to hospitals, rehabilitation centers, outpatient clinics, diagnostic evaluation and referral centers, and/or detention/correctional facilities.

## **ESSENTIAL JOB FUNCTIONS:**

- Conducts interviews of clients/patients and/or their family members to obtain family, social, medical, work, and mental health histories.
- Participates with the treatment team in developing, implementing, and evaluating treatment or therapy approaches for patients/clients, family members, and significant others in all phases of comprehensive substance abuse and/or mental health treatment programs.
- Counsels patients/clients to prevent relapses by assisting them in recognizing causal factors of substance abuse/mental illness and in developing appropriate coping behaviors.
- Counsels patients/clients regarding community resources or treatment services available to help prevent or cope with relapses.
- Assists senior-level counselors in complex areas of social and psychological adjustment counseling.
- Maintains a close system of follow-up for previously discharged persons by means of personal visits, telephone calls, and other means of communication; completes records on follow-up activities.
- Participates in educational activities in formal academic settings and in treatment or rehabilitation centers to improve knowledge of substance abuse and mental health related areas.
- Develops and promotes interest in the substance abuse and/or mental health fields by speaking before community groups or coordinating speakers or resource persons.
- Monitors and documents client/patient progress in substance abuse/mental health recovery.
- Assists in the supervision of aids or trainees and in the recruitment, selection, and training of such program staff members, as needed.
- Assists with on-call duties, as needed.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

#### **Option I:**

One year of experience in a substance abuse program with experience providing physical assessment of patients, counseling of individuals, families and groups, and documentation.

#### **Option II:**

One year of training at the level of Substance Abuse Counselor Aid\* in a substance abuse counselor training program.

#### **Option III:**

Completion of 60 semester units or 90 quarter units\*\* in an accredited college or university with specialization in substance abuse counseling, social work, psychology, sociology, or human services.

#### **LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of

transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

**SPECIAL REQUIREMENT INFORMATION:**

\*Work experience at the level of the County of Los Angeles Class of **Substance Abuse Counselor Aid**, is defined as one who participates as a trainee in a substance abuse or mental health services program designed for the prevention of substance abuse and the treatment of rehabilitation patients and mental health clients with substance abuse problems.

**DEGREE INFORMATION:**

\*\*In order to qualify, you **must include a legible copy** of the Official Transcript(s)\*\* from the accredited institution which shows the area of specialization and the date the degree was awarded if applicable, with Registrar's signature and/or school seal with your application online at the time of filing or within fifteen (15) calendar days from application submission to [HRExams@ph.lacounty.gov](mailto:HRExams@ph.lacounty.gov).

\*\*\*Official Transcript is defined as a transcript that bears the college seal and states "official and/or copy" issued by the school's Registrar Office. A **printout** of the transcript from the school's website is NOT considered official and, therefore, will NOT be accepted and may result in your application being incomplete and be rejected.

- Foreign degrees must be evaluated for equivalency to United States accredited institutions standards by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE). (see Employment Information under Accreditation Information)

**NOTE:** If you are unable to attach the required documents with your application online, you must e-mail them to [HRExams@ph.lacounty.gov](mailto:HRExams@ph.lacounty.gov) within fifteen (15) calendar days from application submission. In the "Subject" of the e-mail please type the Exam Number and Exam Title.

**DESIRABLE QUALIFICATIONS:**

Additional points will be given to applicants who possess the following desirable qualifications:

Active and unrestricted certification\*\*\*\* as a substance abuse counselor by one of the National Commission for Certifying Agencies (NCCA) accreditation organizations recognized by the California Department of Health Care Services (DHCS) which includes:

- California Association for Alcohol and Drug Educators (CAADE)
- California Association of DUI Treatment Programs (CADTP)
- California Consortium of Addiction Programs and Professionals (CCAPP)

To receive additional credit, please **include a legible copy** of the Certificate which shows the date the certificate was awarded if applicable, with your application online at the time of filing or provide a copy of your certification within fifteen (15) calendar days from application submission to [HRExams@ph.lacounty.gov](mailto:HRExams@ph.lacounty.gov). \*\*\*\*The required certification **MUST** be active and unrestricted.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT:**

Once we have determined that you meet one of our Minimum Requirements, the examination process will consist of an evaluation of education and experience based on application

information, desirable qualifications and supplemental questionnaire information submitted at the time of filing **weighted 100%**.

**Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on the examination (evaluation of education and experience) to be added on the Eligible Register (hiring list).**

Passing this examination and being added on the Eligible Register does not guarantee an offer of employment.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing score in the examination will be added to the Eligible Register in the order of their score group for a period of twelve (12) months following the date of eligibility.

**NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

Complete applications will be processed on an as-received basis and promulgated to the Eligible Register accordingly.

**VACANCY INFORMATION:**

The Eligible Register resulting from this examination will be used to fill vacancies in the Department of Public Health as they occur.

**AVAILABLE SHIFT:**

Any shift, including evenings, nights, weekends and holidays.

**SPECIAL INFORMATION**

**APPLICATION AND FILING INFORMATION:**

Applications must be submitted **ONLINE ONLY**. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

**Plan to submit your online application well in advance of the 5:00 p.m. (PT) deadline on the last day of filing as you may be required to verify your email address. This only needs to be done once per email address, and if you already have a job seeker account on the County of Los Angeles Job Opportunities Website, you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.**

Apply online by clicking on the green "Apply" button located on this posting. You can also track the status of your application using this website.

The acceptance of your application depends on whether you have clearly shown that you meet the **REQUIREMENTS**. Fill out the application and Supplemental Questionnaire accurately and completely to receive full credit for any relevant education and/or job experience you include. In the space provided on the application for education, include names and addresses of schools attended, dates attended, degree(s) received, and degree major. For each job held, give the name and address of your employer, your job/position title, start and end dates, the number of hours worked per week, and detailed description of work and duties performed. If the application and/or Supplemental Questionnaire is/are incomplete, the application will be **REJECTED**.

**IMPORTANT NOTES:**

- Please note that **ALL** information supplied by applicants and included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- Applications may be rejected at any stage of the examination and selection process.

- **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**.
- Utilizing **VERBIAGE** from Class Specification(s) and/or Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. In doing so your application will be dispositioned as **INCOMPLETE** and will not be accepted.
- Comments such as "**SEE RESUME**" or "**SEE APPLICATION**" will not be considered a valid response; therefore, using such statements will also result in your application being rejected as **INCOMPLETE**.

**FAIR CHANCE INITIATIVE:**

The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.

**COVID-19 VACCINATION:**

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

**ANTI-RACISM, DIVERSITY, AND INCLUSION (ARDI):**

The County of Los Angeles recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. The Department of Human Resources is committed to promoting Anti-racism, Diversity, and Inclusion efforts to address the inequalities and disparities amongst race. We support the ARDI Strategic Plan and its goals by improving equality, diversity, and inclusion in recruitment, selection, and employment practices.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County. Check the website for updated information at <https://lacountylibrary.org/reopening>.

**NO SHARING OF USER ID, E-MAIL AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**SOCIAL SECURITY NUMBER:**

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator Phone:** (323) 659-6546

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**Department Contact Name:** Exam Analyst

**Department Contact Phone:** (323) 659-6546

**Department Contact E-mail:** [HRExams@ph.lacounty.gov](mailto:HRExams@ph.lacounty.gov)

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting ~~supersedes any language contained below~~  
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**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a Los Angeles County employee and have held multiple positions, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive credit, include required documents (e.g., copy of your diploma, transcript, certificate, or license) as directed on the job posting. International degrees in a foreign language must be translated to English and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements on Job Posting.

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Experience is evaluated on the basis of a verifiable 40- hour week, unless specified otherwise. Prorated part-time experience may be acceptable.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

#### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on [www.governmentjobs.com](http://www.governmentjobs.com) and make the necessary change. This can be done at any time.

#### 5. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you are an individual requesting reasonable accommodation(s) in the examination process, please contact the testing accommodation coordinator listed on the job posting. The provision of accommodation may be subject to verification as allowable with State and Federal law. All accommodation-related information will remain confidential.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning

the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translating, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Test Preparation:** Study Guides and other resources are available to help candidates prepare for employment tests. An interactive system for taking practice tests may be accessed on the Department of Human Resources website at <https://hr.lacounty.gov>. Additional resources may be listed on the job posting.

**Background Check::** The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

**Career Planning:** Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from

supersedes any language contained below the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

### **Americans with Disabilities Act of 1990:**

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

### **Equal Employment Opportunity:**

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

### **Employment Eligibility Information:**

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration



## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE). More information available at: [http://file.lacounty.gov/SDSInter/dhr/070812\\_PPG123.pdf](http://file.lacounty.gov/SDSInter/dhr/070812_PPG123.pdf) and [http://file.lacounty.gov/SDSInter/dhr/205105\\_PPG\\_123\\_AC\\_E\\_Resource\\_Guide.pdf](http://file.lacounty.gov/SDSInter/dhr/205105_PPG_123_AC_E_Resource_Guide.pdf)

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website <http://www.socialsecurity.gov>, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local

law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of 1) identity and 2) U.S. employment eligibility.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry; physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**COVID-19 VACCINATION:** All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

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Social Security office.

Updated November 2021

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #PH5884B  
SUBSTANCE ABUSE COUNSELOR  
MT

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Los Angeles, CA 90010

[connect@neogov.net](mailto:connect@neogov.net)

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**SUBSTANCE ABUSE COUNSELOR Supplemental Questionnaire**

- \* 1. • Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add [hrexams@ph.lacounty.gov](mailto:hrexams@ph.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.
- Applicants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County.
  - Please note, if you opt out of receiving emails, you can visit [governmentjobs.com](http://governmentjobs.com), log into your profile and check your inbox. The inbox retains a copy of all emails sent, for your records. It is the applicant's responsibility to take the above steps to view correspondence.
  - **Los Angeles County will not consider claims of not viewing or receiving notifications to be a valid reason for a late test administration or rescheduling.**
- I have read and understand the above information and instructions.
- \* 2. This Supplemental Questionnaire is to be completed by all applicants for the **Substance Abuse Counselor** examination. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process.

Please **do not COPY AND PASTE** all your Duties as stated in the application under the Work Experience section, from your resume, and/or from the Class Specifications. In doing so, your application will be **rejected as INCOMPLETE**. It is the applicant's sole responsibility to complete this questionnaire completely, correctly, and accurately. **The experience you claim in this Supplemental Questionnaire MUST be consistent with the experience listed in your application.** Comments such as "SEE RESUME" or "SEE APPLICATION" will not be considered a valid response, therefore, using such statements will also result in your application **being rejected as INCOMPLETE**.

I understand the above information and instructions.

- \* 3. **Desirable Qualifications:**

Do you have active and unrestricted certification\*\*\*\* as a substance abuse counselor certified by one of the National Commission for Certifying Agencies (NCCA) accreditation organizations recognized by the California Department of Health Care Services (DHCS) which includes:

- California Association for Alcohol and Drug Educators (CAADE).
- California Association of DUI Treatment Programs (CADTP).
- California Consortium of Addiction Programs and Professionals (CCAPP).

\*\*\*\*The required certification **MUST** be active and unrestricted.

- Yes, I have attached a copy of my certification as a substance abuse counselor to my application.
- Yes, I will email a copy of my certification as a substance abuse counselor to hrexams@ph.lacounty.gov within 15 calendar days of my application submission.
- Not applicable.

\* 4. **Desirable Qualifications:**

If you answered **YES** to the previous question, please select one of the following accreditation organizations which includes:

- California Association for Alcohol and Drug Educators (CAADE).
- California Association of DUI Treatment Programs (CADTP) .
- California Consortium of Addiction Programs and Professionals (CCAPP).

**To receive credit, please attach a copy of your certification to your application or provide a copy within fifteen (15) calendar days from application submission to HRExams@ph.lacounty.gov.**

- California Association for Alcohol and Drug Educators (CAADE)
- California Association of DUI Treatment Programs (CADTP)
- California Consortium of Addiction Programs and Professionals (CCAPP)
- Not applicable.

\* Required Question