

Job Description

EFFECTIVE DATE: June, 2004
REVISED DATE: 5/06; 5/07; 5/08

TITLE: **SUBSTANCE ABUSE COUNSELOR**

REPORTS TO: Clinical Manager, Substance Abuse
SUPERVISES: None

POSITION OBJECTIVE:

Provide direct and indirect services such as assessment, treatment and educational services to clients assigned as caseload.

POSITION REQUIREMENTS:

- Master's degree or higher in a social service discipline
- Minimum one (1) year of experience working with addictions or;
- Bachelor's degree with exceptional experience (ten + years) working with at-risk youth required
- CAP and/or license preferred
- Ability to administer drug tests
- Ability to provide two (2) evenings per week
- Successful completion of background screening

SKILLS NECESSARY:

- Clinical documentation skills
- Oral case presentation
- Individual and group counseling skills
- Assessment and treatment planning skills

ESSENTIAL JOB FUNCTIONS:

- Orient clients to program philosophy, expectations, services available, treatment process, rules and regulations, client rights and other pertinent information
- Meet with clients and complete documented psychosocial assessment. Identify potential problem areas appropriate for treatment planning
- Complete treatment plans for all clients on caseload within the proper time period
- Conduct all scheduled individual and group activities
- Submit timely, complete and accurate documentation of each session including behaviors and progress in treatment
- Arrange for aftercare and discharge planning
- Provide accurate, current service logs
- Maintain case load and keep information current
- Assist with training related duties by conducting annual training needs assessment, CEU provider status, lesson plan for audit purposes and data base maintenance
- Participate in multidisciplinary team staffings
- As assigned conduct didactic presentations for staff, clients, and community
- Maintain positive relationships with community and referral agencies.
- Attend supervision, staff meetings, and agency trainings as scheduled
- Provide QI and Peer Review data as required