

Job Description Substance Abuse Counselor- Licensed

Job Title: Substance Abuse Counselor

Department: Counseling

Reports To: Outpatient Services Manager and/or Clinical Services Director

Category: Full time

FLSA Status: Salaried/Exempt

Prepared By: Rob Young, Clinical Services Director

Prepared/Updated Date: 1/9/2020

Approved By: Chief Executive Officer *SEW*

Approval Date: *1/9/20*

Job Summary

Provides alcohol and drug services to adolescent and adult individuals and families referred to the counseling program for substance abuse problems.

Core Responsibilities

- Complete Alcohol and Drug assessments which meet program expectations.
- Complete and actively monitor an Individual Service Plan for each client on the assigned case load.
- Provide individual counseling as assigned and according to program expectations.
- Provide group counseling as assigned and according to program expectations.
- Provide family/collateral counseling according to program expectations.
- Ensure comprehensive Case Management for clients served on individual case load according to program expectations.
- Provide or make available Crisis Intervention for clients on assigned case load.
- Provide Alcohol and Drug counseling services off-site as assigned.
- Provide urinalysis according to agency expectations.
- Meet direct service productivity requirements.
- Complete professional documentation legibly, accordingly to agency expectations and time lines.
- Attend and participate appropriately in required supervision. Actively seek supervisory consultation as appropriate for client concerns.
- Professional Development: attend and participate in required agency/department/team meetings and workshops/trainings. Seek and participate in activities which promote Best Practices in Alcohol and Drug services.
- Adhere to the expectations of Townhall II policies and procedures and the ethical requirements of the Mental Health/Alcohol and Drug professional standards.
- Promote positive relations within the Agency and community.
- Perform other duties as assigned by manager or director

Expected Hours of Work

Varies by group assignments and/or needs of persons served. Most counselors work Monday – Thursday for approximately 10 hrs. each day.

Supervisory Responsibilities

Yes No

May require supervising other staff with LSW or LPC licensure. May require supervising staff with CDCA certification.

Required Education and Experience

- High School diploma or GED. Strong preference for Master’s level degree from a CACREP-Certified college or university in counseling, social work or psychology.

Competencies

- Strong interpersonal skills
- Customer and stakeholder focus
- Knowledge of counseling theories and techniques that are appropriate for working with individuals with a substance use disorder
- Basic computer knowledge and familiarity with MS Word
- Communication proficiency- strong writing/grammar use
- Time Management skills
- Team-oriented approach to helping others
- Flexibility to meet changing responsibilities/duties

Certificates, Licenses, Registrations

Current valid license through the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board, or current license from the Ohio Chemical Dependency Professional Board.

Physical Demands

There are no unusual physical demands necessary for this position. Some limited travel may be necessary. Reasonable accommodations will be met when possible.

Employee Name: _____

Employee Signature: _____

Date: _____