



JOB DESCRIPTION

POSITION TITLE: Substance Use Counselor
DEPARTMENT: Clinical Services
FLSA STATUS: Exempt
PAY GRADE: 9
REPORTS TO: Lead Clinician

GENERAL DESCRIPTION OF DUTIES

The Substance Use counselor will support the Agency's needs by providing full range of group and Individual services to adults providing effective evidence-based individual, group counseling to individuals who have substance use diagnosis

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Use Motivational Interventions to assist clients in meeting their goals and moving along their paths to recovery, utilizing stage wise interventions
- Provides psycho-educational rehabilitation in individual and group settings, for recovery from substance use and psychiatric disorders, utilizing curriculum that is trauma informed and gender responsive.
- Develop crisis plans for clients and work with other staff to respond to crisis situations as needed
- Support individual with linking and engaging with natural (family, friends) or community supports.
- Provide intensive skill building interventions and support for self-management, self-advocacy, health and well-being, relapse prevention, and using community resources
- Provides coordination of care to create an appropriate discharge plan.
- Maintains documentation in compliance with agency and program standards.
- Participates in staff meetings, supervision, trainings and other meetings as assigned.
- Work with other professional staff to collaborate on treatment methods and plans for patients and to assess suitability for services or referrals to other treatment centers/services
- Conduct research as needed to develop new treatment methods and to stay up to date on changes within the field
- Comply with all company policies and procedures as outlined in the employee handbook, including how to handle patient grievances, proper intake procedures, staff meeting requirements and general code of conduct
- Create and modify individualized treatment strategies based on research, clinical knowledge, patient history and evaluations of progress.
- Identifies, prevents and reports unsafe situations; uses appropriate procedures to assure safety environment
- Conducts brief, evidence-based and developmentally appropriate screening and conducts or arranges for more detailed assessments when indicated.
- Creates and/or implements integrated care plans, ensures access to linked services; exchanges information among clients, family members, and providers.
- Provides range of brief, focused prevention, treatment and recovery services for clients.
- Assess patients' Substance use dependency status continually by collecting and evaluating urine samples

ADDITIONAL JOB FUNCTIONS

- Perform all other duties as assigned



MINIMUM TRAINING AND EXPERIENCE

Education: Bachelor's degree preferred or equivalent experience

Minimum Years of Experience in 4 years' experience of substance use

Active Certification in good standing in: Certified Addiction Counseling (CAC) or Licensed Alcohol and Drug Counselor (LADC) is required. Must have a valid driver's license.

Demonstrate skills in: Substance use counseling, treating adults age 18 and over. Strong group facilitating skills

Knowledge of: Substance use, Harm Reduction Model. Electronic health record documentation requirements, Treatment plans, discharge planning. Understanding and ability to learn Co-occurring Treatment. Knowledge of treatment modalities CBT, MI, and DBT. Excellent written and verbal communication skills, active listening, and progress monitoring. Perceptive emotional judgement and decision-making. Strong social awareness and compassion for challenging, sensitive interactions

Physical and TB Required Yes, prior to appointment

Bilingual: preferred - Language Spanish Fluent – Speak & Written Yes

Driving Required: Yes Agency Vehicle No Employee's Own Vehicle Yes

Active Driver License in good standing required upon hire and throughout employment

ADA COMPLIANCE

Physical Ability: Tasks involve sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE

Signature indicates agreement with contents herein as being an accurate description of position duties and responsibilities.

IMMEDIATED SUPERVISOR PRINTED NAME

IMMEDIATE SUPERVISOR SIGNATURE

DATE

Signature indicates agreement with contents herein as being an accurate description of position duties and responsibilities.

Community Renewal Team, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Community Renewal Team will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.