

JOB DESCRIPTION –COUNSELOR

JOB TITLE: COUNSELOR

STATUS: EXEMPT

DEPARTMENT: CLINICAL SERVICES

REVIEWED: 07/2020

REPORTS TO: PROGRAM DIRECTOR

REVISED: 08/19

POSITION SUMMARY: The Counselor is part of the integrated clinical team effort to assist in the coordination of services to persons served in a residential treatment modality utilizing cognitive behavioral and motivational enhancement techniques. This is a modified therapeutic community and as such the Counselor must be knowledgeable in this model as it pertains to individuals with both substance use and mental illness disorders as well as with the 12-Steps of Alcoholics Anonymous. They are to facilitate the recovery process through promoting the participation of the person served on an ongoing basis in the planning, discussion of the person served plan, goals and objectives as well as through the provision of individual therapeutic sessions, group work, seminars, assessments, evaluations, and education and maintaining all required paperwork.

ESSENTIAL JOB FUNCTIONS:

- ✓ Timely completion of Biopsychosocial with person served
- ✓ Timely development and implementation of the Treatment Plan and Treatment Plan Updates with person served
- ✓ Person Served Education and Orientation
- ✓ Identification and resolution of gaps in service provision
- ✓ Treatment, Transition and Discharge/Aftercare Planning with person served
- ✓ Primary Treatment Service Provision
- ✓ Crisis Intervention
- ✓ Coordination of referrals with established linkage to outside agencies
- ✓ Consultations with other professionals
- ✓ Provide appropriate chart documentation utilizing industry accepted standards and following HOH / SS policies and procedures

JOB REQUIREMENTS:

EDUCATION: Minimum of a Master's Degree, and in process of, or currently certified as an addiction professional or equivalent.

EXPERIENCE: Must have at least 2 years working in the field of addiction and or mental health.

SKILLS: Ability to facilitate groups, teach and counsel individually. Must be computer literate. Must have excellent interpersonal skills as well as the ability to be organized.

PERSONAL RELATION SKILLS: Must be able to positively interact with people on a daily basis and to set appropriate boundaries.

MISCELLANEOUS: Must be flexible with work schedule. Counselors may be asked to perform duties that entail the running of the facilities.

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT TO BE USED: Computer, copier, telephone, fax

TYPICAL PHYSICAL DEMANDS: Long periods of standing, walking up & down stairs, walking inside & outside of buildings, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TYPICAL MENTAL DEMANDS: Must be able to analyze and evaluate information. Must have strong organizational skills.

WORKING CONDITIONS: Typical office conditions

THIS DESCRIPTION COVERS THE SIGNIFICANT ESSENTIAL FUNCTIONS BUT DOES NOT EXCLUDE OTHER RESPONSIBILITIES AND ACCOUNTABILITIES, WHICH WOULD BE IN CONFORMITY WITH THE MAJOR PURPOSE OF THIS JOB. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT. I HAVE READ THE JOB DESCRIPTION AND MY SIGNATURE ATTESTS TO MY ABILITY TO EFFECTIVELY AND EFFICIENTLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION.

Signature

Date