

INSTITUTE FOR HUMAN RESOURCES

Substance Abuse Program

Position Description

(Revised 04/11/18)

This position serves as part of the Substance Abuse Outpatient Department with responsibilities for providing direct client treatment and DUI services as well as for completing all required documentation, according to DASA regulations and IHR policy.

JOB TITLE:	Substance Abuse Counselor/Therapist
REPORTING SUPERVISOR:	Director of Substance Abuse Program
POSITIONS SUPERVISED:	None
EMPLOYMENT STATUS:	Full Time, Exempt with Master's, Non-Exempt with Bachelor's

HOURS:

Scheduled to work 35 hours per week with 1 hour lunch break. Schedule is to include at least two work-evenings from 5-8 PM on weekly basis. (Secondary crisis obligations may necessitate additional hours.)

QUALIFICATIONS:

EDUCATION:

- Master's Degree in psychology or social work or Bachelor's Degree with Certification as Alcohol or Other Drug counselor.

LICENSURE/ CERTIFICATION:

- Must hold minimum of Provisional Certification as an Alcohol or Other Drug Counselor OR obtain this within two years of anniversary date.
- Must hold a current License as a Certified Social Worker or a current Licensed Clinical Professional Counselor OR obtain this within three years of anniversary date.

SKILLS:

- Must have the ability to communicate with clients, internal and external agency staff, and community resources in a professional manner through observation of appropriate dress, spoken and written language, and demeanor.
- Must be able to organize, prioritize, and complete work responsibilities with minimal supervision.

EXPERIENCE:

- Must demonstrate prior job experience; experience as an intern or volunteer; or life experiences in the area of substance abuse.
- Must demonstrate prior job experience or experience as a supervised intern in providing direct counseling to adolescents, adults, families, and couples.

PHYSICAL REQUIREMENTS:

- Must be willing to comply with tuberculin skin test using the Mantoux method at hire date and annually thereafter.
- Must be willing to undergo medical treatment in the event that TB test indicates a positive result

OTHER:

- Must have a dependable, insured vehicle as well as an active phone number.

POSITION RESPONSIBILITIES:

- Attend one weekly all-agency staff meeting and staff all crisis interventions from previous week.
- Participate in weekly supervision sessions with Director of Substance Abuse Program
- Attend a minimum of 20 hours of Continuing Education (non-inclusive of IHR Training) on an annual basis in the area of substance abuse and mental health, with six (6) of those hours pertaining to the adolescent population.
- Assess client's appropriateness for admission to Substance Abuse Program using ASAM criteria.
- Gather data from clients (and other resources) to gain comprehensive assessment and to identify client's strengths and needs, as demonstrated by the completion of an interpretive summary of finding for client file.
- Make referrals on client's behalf for individuals who are not appropriate for services in the IHR Substance Abuse Program.
- Develop and review Individualized Treatment Plan for all clients admitted into the Substance Abuse Program and address counseling sessions to goals and objectives of the client's treatment plan.
- Provide substance abuse treatment to adolescents, adults, families, and couples.
- Performs toxicology screens on a regular basis, or as needed/directed/assigned.
- Engage clients in formation of a written aftercare plan at time of termination.
- Complete a written discharge summary for every client who was admitted into the Substance Abuse Program.
- Engage in quarterly follow-up contacts for terminated clients who were admitted into the Substance Abuse Program.

- Provide DUI services inclusive of DUI Evaluations, DUI Updates, and Remedial Education to clients.
- Complete all forms, reports, and correspondence to appropriate parties on behalf of DUI or Treatment clients in a timely manner.
- Complete all other Treatment and DUI components and documentation thereof as per DASA regulation, IHR policies and procedures, and as indicated by the Director of Substance Abuse Program.
- Assume responsibilities of Secondary Crisis staff on a rotating basis in accordance with IHR policies and procedures.
- Accept other duties as deemed appropriate by the Director of Substance Abuse Program.
- Will keep current in continuing education credits as required for license and certification.

SAFETY RESPONSIBILITIES:

- Will cooperate with the Safety Committee as directed by supervisor.
- Will document any unusual incidents and forward to the attention of the Executive Director, with a copy to the immediate supervisor.

OTHER RESPONSIBILITIES:

- Will maintain client records in accordance with DASA and IHR standards.
- Will complete all documentation in a timely manner: Progress Notes are to be completed within 7 days. OR, Crisis, CM notes should be done immediately after the event occurs to help assist other staff if situations continue to arise with that particular individual. The completed formalized ITP with doctor's signature along with all other required opening paperwork will be completed within 7 days of admission. The DARTS, Discharge Summary and other closing paperwork is to be completed and turned in to the SA secretary within 14 days of discharge. QAUR corrections will be completed within 30 days.
- Will maintain work-space in orderly manner.
- Will participate in agency and department meetings as assigned by supervisor.

I have reviewed and have been provided the opportunity to discuss this job description. I have received a copy of this job description. I understand my signature on this job description does not constitute a contract with the Institute for Human Resources.

Staff Signature Date

Substance Abuse Program Director Signature Date