

INSTITUTE FOR HUMAN RESOURCES  
**Substance Use Program**  
**Full-Time Substance Use Counselor/Therapist**  
Position Description  
(updated October of 2022)

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

**JOB TITLE:** Substance Use Counselor/Therapist  
**REPORTING SUPERVISOR:** Director or Assistant Director of Substance Use Program  
**POSITIONS SUPERVISED:** None  
**EMPLOYMENT STATUS:** Full Time, with Master's or Bachelor's  
**HOURS:**

Scheduled to work up to 37 ½ hours per week. 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 Certification as an Alcohol or Other Drug Counselor OR obtain this within two years of anniversary date in order to maintain current position per SUPR Rule 2060.

And/Or

- Must be a Licensed Professional Counselor OR obtain this within two years of anniversary date in order to maintain current position per SUPR Rule 2060.

**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 agency staff meeting and staff all crisis interventions from previous week.
- Participate in weekly supervision sessions with Director of Substance Use Program
- Assess client's appropriateness for admission to Substance Use 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 Use Program.
- Develop and review Individualized Treatment Plan for all clients admitted into the Substance Use Program and address counseling sessions to goals and objectives of the client's treatment plan.
- Provide substance use 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 Use Program.
- Engage in quarterly follow-up contacts for terminated clients who were admitted into the Substance Use 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 Use 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 SUPR 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 SU 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.

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Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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Substance Use Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_