

Licensed Addictions Counselor

Brookings Behavioral Health and Wellness (BBHW) is a non-profit community mental health center whose mission is to: Provide comprehensive, integrated behavioral health services that promote personal well-being and quality of life for all. We promote a family atmosphere and are looking for individuals who share our passion for providing quality patient care and excellent customer service.

Principal Duties and Responsibilities

- 1) Conduct comprehensive assessments.
- 2) Identify primary issues or concerns and create treatment plans/goals to address those issues.
- 3) Provide individual, group, and family services.
- 4) Complete paperwork requirements and maintain quality, up-to-date clinical records, including Outcomes Survey information; enter necessary information into BBHW's electronic medical record (EMR) system.
- 5) Maintain patient confidentiality in treatment plans and reporting as appropriate. Understands and abides by HIPAA guidelines.
- 6) Collects and analyzes data from various sources to evaluate programs and determine need for additional educational programs or communications.
- 7) Develops curriculum for community education and offer in-service sessions for outside organizations.
- 8) Works with community contacts to promote behavioral health programs, teach individual and group classes, and work with groups to solve community health issues.
- 9) Maintain working knowledge of other drug and alcohol treatment agencies and programs and a list of resources that can be shared with clients.
- 10) Remain in compliance with internal and external policies, procedures, regulations, and standards, including all of BBHW's policies and procedures and quality assurance requirements.
- 11) Maintain excellent cooperation and relationship building with agencies, schools, courts, law enforcement, medical personnel, etc.
- 12) Participate in all assigned meetings, staff development, and training as required.
- 13) Performs other duties as assigned.

Required Skills or Abilities

- 1) Excellent written and verbal communication skills and ability to communicate complex information.
- 2) Ability to work with diverse populations of patients and staff members.
- 3) Excellent computer skills
- 4) Excellent documentation skills
- 5) Excellent customer service skills, especially dealing with difficult or irate patients or family members.

Required Knowledge, Experience or Licensure

- 1) Bachelor or Master's degree in a social science field.
- 2) Licensed Addictions Counselor status with the State of South Dakota
- 3) Experience with MS Office products required; previous EMR experience preferred.
- 4) Reliable transportation is required.

To apply, please send your resume, cover letter, and employment application to:
mbfishback@brookingsivycenter.org or fax to: 605-697-2874