**ADDICTION HEALTH CENTER**

**Counselor Job Description**

We are a small, caring co-occurring substance use disorder treatment program in Maplewood, MN. We serve men and women age 18 and older. We believe everyone should have access to high quality addiction treatment. Plus, we try to reach underserved populations. We take a strength-based approach and help client's work toward their personal recovery goals. Our focus is to help individuals heal, energize, and become aware of their inner strengths. We achieve this by providing a neutral safe space, listening to your concerns, and customizing a treatment plan.

**Minimum Qualifications:**

* 18 years of age.
* Must be free of substance use problems for at least the two years immediately preceding hire.
* Must have or obtain 12 hours of training in co-occurring mental health problems training within six months of hire.
* Ability to provide individual and group counseling including crisis intervention.
* Active LADC license required.
* Must document competence in screening for and working with clients with mental health problems, through education, training, and experience.
* Ensure 5 years compliance with MN Statutes 604.20, 604.205 sexual exploitation.
* Knowledge and understanding of implications of 245G.
* Successfully complete MN Department of Human Services background study.
* Knowledge of mental health and MRT a plus.

**Professional Qualifications:**

* Knowledge of Substance Use Disorders
* Facilitate and demonstrate communication of patient information to internal and external resources for patients according to Addiction Health Center Policies and procedures and consistent with Federal Confidentiality (CFR 42) and Health Information Portability and Privacy Act (CFR 45) and mandated reporting requirements.
* Comply with MN Statute Rule 245F requirements regarding timely paperwork and documentation. This includes comprehensive assessment, continuing care planning, documenting groups and progress notes and completing discharge plans.
* Knowledge of Maltreatment of Minors, Vulnerable Adult Act/Reporting, Client Rights
* Knowledge of Program Abuse Prevention Plan and Procedures
* Valid Driver’s License.

**Education and Experience:**

* Current license to practice Alcohol and Drug Abuse Counseling (LADC or ADC-T) in a licensed out-patient setting (245G) or is exempt from licensure under MN Statute 148C
* Mental Health professional preferred but not mandatory
* BA in Human Service Field or related experience
* Minimum of 1- year experience in the delivery of clinical services in a 245G setting.

**Job Responsibilities:**

* Functions as a member of a treatment team, comprised of the Treatment Director, Counselor Supervisor, Counselors, Mental Health Director, other staff and consultants as needed.
* Completes Substance Abuse diagnostic assessment and treatment plans written within the ASAM 6 dimensions criteria and outline.
* Lead client education lecture classes, individual counseling, family education and groups as required.
* Participate in the weekly treatment team meetings to review and update client progress notes.
* Initiate and maintain ongoing communication with client referral, probation, social service agencies, etc.

**Continuing Education and Training:**

* Stay current regarding professional research, techniques, etc.
* Complete continuing education courses in current treatment concepts and methods as required by the State of Minnesota to maintain Alcohol and Drug Counselor license.
* Attend in-house training and staff meetings.
* Participate in yearly training as required by 245 G

**Personnel Supervised:**

* Acts as supervisor, if qualified, for interns or trainees and provides direct supervision for other members of staff, acting as member of the counseling team.

**Medical Specialty:**

* Addiction Medicine

**Schedule:**

* 8 hour shift

**License/Certification:**

* LADC or ADC-T License (Required)