

Marie Detty Youth and Family Service Center, Inc.
Outpatient
Substance Abuse Counselor

Functional Description

Provide individual, family, and group counseling and case management services. Complete assessments as assigned.

Immediate Supervisor

Clinical Director

Requirements

1. Must be 21 years old.
2. Master's degree in a behavioral health field is required. Licensed or under supervision and experience working with SUD clients is required.
3. Demonstrate strong writing, verbal, and organizational skills.
4. Must have strong assessment and interpersonal skills, flexible attitude, and able to meet the demands of a heavy caseload.
5. Must have a valid driver's license and telephone.
6. Must pass FBI background investigation.
7. Ability to communicate with and advocate on behalf of clients.
8. Ability to maintain records and adhere to confidentiality.
9. Ability to maintain a professional appearance and demeanor at all times.
10. Adhere to all regulations concerning confidentiality, judgment, tact, and diplomacy.
11. Ability to assess situations, identify potential safety issues, and independently initiate safe interventions.
12. Must be able to attend mandatory trainings and monthly staff meetings as scheduled. The Substance Abuse Counselor is required to become certified (within 90 days) in CPR/First Aid.

Responsibilities

1. Provide group, individual, and family therapies as scheduled and/or assigned per week.
2. Complete progress notes in Chart Caddy after each session scheduled, including cancellations, no shows, and completed sessions.
3. Turn in weekly billing by the assigned deadline each week.
4. Complete an assessment on each client, including thorough completion of each intake document and assessment tool. ASI and ODASL will be completed prior to any other services.
5. Complete treatment plan development and prior authorizations, evaluating the documents, setting goals and objectives for each client in the client's own words, according to established time frames, assuring that all appropriate information is included and shared with treatment team members. Ensure that each client and/or parent/guardian is offered a copy of the treatment plan goals and objectives.
6. Complete case management and discharge planning components of the client's treatment plan and reviews, documenting discussion of the plan with the client, case worker, or family as appropriate.
7. Complete treatment plan reviews at six-month intervals, including completion of an ASI update to determine need for continued treatment according to ASAM criteria.
8. Develop appropriate aftercare plans with the client, assessing the need and arranging for community support as appropriate and documenting these plans. ASI and ODASL to be completed at discharge to determine the need for discontinuing treatment according to ASAM criteria.
9. Complete discharge plans for each client being discharged within two weeks of the date of last contact with the client.
10. Contact each client after a no show to determine if the client is still interested in services and remind the client of the no show policy.

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11. Complete corrections on all case files, progress notes, and treatment plans as provided by the clinical director within a timely manner.
12. Maintain communication with clinical director by reading and responding to emails daily.
13. Participate in supervision at least twice per month with clinical director.
14. Maintain professional licensure as applicable and regularly update clinical skills. Complete all trainings assigned by the clinical director and human resources, completing a total of at least 24 training hours per calendar year.
15. Work flexible hours to meet clients' needs.
16. Abide by professional ethical guidelines set forth by the governing licensing board and applicable federal guidelines. Refrain from documenting any inaccurate dates and/or times that services were provided. Always record what was actually provided on any and all documentation.
17. Provide community development and/or crisis intervention to the community as assigned by the clinical director.
18. Responsible for completing the required minimum number of training hours per year (24 hours/full-time; 12 hours/part-time).
19. Other duties as required by program needs.

Competencies

1. Maintains an average of 20-25 hours per week of billable services.
2. Demonstrates ability to provide evidence-based counseling services as seen in progress notes and discussed in supervision.
3. Works as part of the team to provide comprehensive care to clients.
4. Demonstrates thorough knowledge of ASAM criteria and placement criteria for SUD clients.
5. Completes thorough SUD assessments that drive treatment plans.
6. Understands and applies the agency policies and procedures (i.e. dress code and appearance, adherence to work schedules, completion of trainings, etc.).
7. Punctually attends meetings and trainings. Completes assigned trainings in adequate time frames and obtains the minimum number of training hours required within the calendar year.
8. Demonstrates dependability by consistently working scheduled shifts and following proper procedures when unable to work scheduled shifts.
9. Displays cultural competency by valuing the fundamental rights, dignity, and self-worth of all people including respecting age, culture, disability, ethnicity, race, religion/spirituality, gender, sexual orientation, marital status, socioeconomic status, or any basis proscribed by law.
10. Interacts with others in a professional manner and effectively navigates interpersonal differences. Maintains appropriate boundaries with supervisors, colleagues, and clients.
11. Demonstrates the ability to consult or seek supervision regarding concerns or issues and communicates effectively with colleagues and clients.
12. Identifies potential safety issues and takes measures to reduce risks and protect clients, staff, and themselves.

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The Substance Abuse Counselor will receive training and be evaluated based on each of the above competencies and responsibilities. Your signature indicates you have reviewed and understand the job description.

This is a full time 40-hour per week salary position classified as exempt from the overtime provisions of the Fair Labor Standards Act. Marie Detty Youth and Family Services is an at-will employer. Employment is by mutual consent of the company and employee and either may terminate the relationship at any time, with or without cause or advance notice. This job is contingent upon funding; however, availability of funding is not a guarantee of continued employment, nor does it imply any specific terms of employment.

Employee Print Name

Employee Signature

Date

Supervisor Print Name

Supervisor Signature

Date