

Job Description – Substance Abuse Counselor, Licensed

Job Title: Substance Abuse Counselor

Department: Counseling

Reports to: Outpatient Services Manager and/or Clinical Services Director

Category: Full time

FLSA: Salaried/exempt

Approved by: CEO

JOB SUMMARY

Provides alcohol and drug services to adolescent and adult individuals and families referred to the counseling program for substance abuse problems.

CORE RESPONSIBILITIES:

- Complete alcohol and drug assessments which meet program expectations.
- Complete and actively monitor an Individual Service Plan for each client on the assigned case load.
- Provide individual counseling as assigned and according to program expectations.
- Provide family/collateral counseling according to program expectations.
- Ensure comprehensive case management for clients served on individual case load according to program expectations.
- Provide, or make available, crisis intervention for clients on assigned case load.
- Provide alcohol and drug counseling services off-site as assigned.
- Provide urinalysis according to agency expectations.
- Meet direct service productivity requirements.
- Complete professional documentation legibly, according to agency expectations and timelines.
- Attend and participate appropriately in required supervision. Actively seek supervisory consultation as appropriate for client concerns.
- Attend and participate in required agency/department/team meetings and workshops/trainings for professional development. Seek and participate in activities which promote best practices in alcohol and drug services.
- Adhere to the expectations of Townhall II policies and procedures and the ethical requirements of the Mental Health/Alcohol and Drug professional standards.
- Promote positive relations within the agency and community.
- Perform other duties as assigned by manager or director.

EXPECTED HOURS OF WORK

Varies by group assignments and/or needs of persons served. Most counselors work Monday – Thursday for approximately 10 hours each day.

SUPERVISORY RESPONSIBILITIES

Yes. May require supervising other staff with LSW or LPC licensure. May require supervising staff with CDCA certification.

REQUIRED EDUCATION AND EXPERIENCE

High school diploma or GED. Strong preference for master's degree from a CACREP-certified college or university in counseling, social work or psychology.

COMPETENCIES

- Strong interpersonal skills.
- Customer and stakeholder focus.
- Knowledge of counseling theories and techniques that are appropriate for working with individuals with a substance use disorder.
- Basic computer knowledge and familiarity with MicroSoft Word.
- Communication proficiency. Strong writing and grammar skills.
- Time management skills.
- Team-oriented approach to helping others.
- Flexibility to meet changing responsibilities and duties.

CERTIFICATES, LICENSES AND REGISTRATIONS

Current valid license through the Ohio Counselor, Social Worker and Marriage and Family Therapist Board, or a current license from the Ohio Chemical Dependency Professional Board.

PHYSICAL DEMANDS

There are no unusual physical demands necessary for this position. Some limited travel may be necessary. Reasonable accommodations will be met when possible.