

JOB DESCRIPTION

JOB TITLE: Chemical Dependency Treatment Counselor

JOB RESPONSIBILITIES: Through individual and group counseling, assists clients in mobilizing their resources so they can participate in the exploration of a problem and its ramifications, considers clients' attitudes and feelings, and develops alternative solutions to support informed decision making.

Essential functions of this job include, but are not limited to:

Prepares and maintains a confidential, accurate, organized, and updated case file for each assigned client.

Determines an applicant's appropriateness for services using the DSM-IV-TR/ICD 10 criteria for substance abuse and/or dependence.

Assists with intake documentation as necessary (e.g., consent for treatment, consents to release information, initial assessment, etc.) and maintains this information in the case file.

Effectively orients clients to the facility as needed by explaining issues including, but not limited: rule infractions that may result in termination, the hours of service availability, clients' rights and the grievance procedure, and costs for which they may be responsible.

Uses the appropriate forms and instrumentation to assess clients' strengths and weaknesses and develops, with the clients' participation, treatment plans to address identified problems.

With clients, ranks problems identified in the assessment process, establishes immediate and long term goals, and determines the treatment process and resources to be utilized.

Identifies and explores problems and their ramifications with attention to the clients' associated attitudes and feelings. With the clients' participation, examines alternative solutions and develops plans of action.

Coordinates the delivery of service provisions and acts as an advocate in accessing other needed services.

Identifies and responds to crises that may negatively impact treatment and, where possible, uses the negative events to enhance treatment efforts.

Provides clients education through didactic lectures, the use of audio and visual equipment and reading materials. Informs clients about self-help groups and other community resources.

Maintains familiarity with community resources and their limitations, the procedures for making referrals, and the confidentiality requirements inherent to the referral process so that community resources are used to benefit clients.

Complies with documentation requirements as outlined in program policies and procedures for activities (e.g., assessments, treatment plans, treatment procedures, and discharge summaries) and in the preparation of required reports.

Recognizes the need for case consultation by participating in case reviews, maintaining contact with referring professionals and seeking assistance in matters that exceed the Counselor's level of expertise and/or scope of practice

If credentials permit, signs off on treatment plans and assessments for staff that are in a training status.

Identifies program needs and suggests improvements to the Counselor Coordinator and/or Program Manager.

Acts as a resource to "team" members.

Assists the Counselor Coordinator and/or Program Manager in managing staffing adjustments.

Effectively acts as a representative of the Agency at court and community proceedings.

Manages time and organizes work demands appropriately.

Maintains ability to type/use computer.

Navigates internet effectively to search for accurate criminal history of clients for verifications.

Continues professional training and stays current in professional development.

Maintains licensure and/or certification required for job assignment.

COMMUNICATION AND INTERPERSONAL SKILLS

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors and generates a reward report if warranted.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Effectively communicates pertinent information at shift change to co-workers and/or program management staff (e.g., client hospitalizations, suicide watches, federal incident reports, AWOL /escaped clients, unknown whereabouts).

Maintains telephone coverage during hours on duty. Answers calls courteously and professionally, directs calls appropriately, and takes accurate messages as necessary.

Interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

MODELING SKILLS

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

KNOWLEDGE

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve.

*Demonstrates an understanding of the principles of cognitive-behavioral therapy.

*Demonstrates an understanding of the principles of social learning.

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week.

*Duties marked with an asterisk apply to What Works programs only.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: High School diploma or equivalent required. Certification/licensure and the ability to establish rapport with chemically dependent individuals required. Maintains the required licensure/certification in good standing. Must possess excellent verbal and written communication skills. Familiarity with regulations governing the disclosure of client information and storage of client records required. Must be willing to adhere to the Counselor's Code of Ethics and demonstrate a positive attitude regarding the disease concept of addiction. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY: Clinical Manager or designee

SUPERVISES: No One