



Addictions Counselor - Full-Time Position Available

1. Assesses client's strengths, needs, abilities and preferences; formulates a diagnostic impression based on current DSM criteria; and in conjunction with the client/family develops a workable plan for treatment.
2. Investigates case situations and presents information to members of clinical team, on client's family and social background pertinent to diagnosis and treatment
3. Complete treatment plans, discharge summaries and other chart related documents and correspondence for assigned clients in a timely manner.
4. Provide individual counseling and facilitate educational and counseling groups assigned and promptly chart these activities in the client's records.
5. Selects approach to use in individual therapy such as directive, nondirective, and supportive therapy and plans frequency, intensity, and duration of therapy.
6. Provide skill building psycho-educational and/or support groups
7. Work cooperatively with other community resources and referral sources to coordinate services to clients.
8. Strive to increase professional growth and effectiveness through training and by keeping abreast of current trends and theories in relevant areas.
9. Provide direct behavioral health services including mental health and substance abuse services (i.e., psycho/social assessments, consultation, individual/group/ family therapy, professional in-service training and community education services, etc.) at a rate that achieves or exceeds the minimum direct service standard as established annually.
10. Provides crisis intervention services when authorized and necessary
11. Maintains appropriate state license/registration/certification for scope of practice.
12. Carry out other responsibilities as delegated.
13. **DEPENDABILITY**-Employee can be counted on to complete assigned tasks in a timely manner with little supervision. Accepts responsibility when necessary to see that the job gets done.

14. ATTENDANCE AND PUNCTUALITY-Is prompt and on time for work, assignments and meetings. Notifies supervisor prior to lateness or absence. Understands that excess absences pose a hardship on other employees.
15. JOB SKILLS AND KNOWLEDGE-Employee completes all chart related documents and correspondence for assigned clients in a timely manner.
16. Employee provides individual counseling, case management, skills training, and facilitates educational, skill development and counseling groups as assigned and properly and promptly charts these activities in client records.
17. Employee works cooperatively with other community resources and referral sources to coordinate services to clients.
18. QUANTITY AND QUALITY OF WORK – Cares about the quality and accuracy of work being produced. Accepts responsibility for completing job tasks. Uses time productively and efficiently.
19. ATTITUDE – Demonstrates a cooperative, positive, and enthusiastic attitude toward fellow employees, clients and visitors. Maintains a positive attitude in carrying out assignments and is helpful and courteous to fellow employees.
20. CONFIDENTIALITY-Know and follows confidentiality law and procedures at all times.
21. COMMUNICATION SKILLS-Is effective in written and oral expression. Demonstrates proper telephone etiquette and able to communicate easily with clients, referral sources, and visitors in an appropriate manner. Relates to clients and co-workers in a respectful and professional manner.
22. CONDUCT – Conducts one’s self in a manner consistent with the agency’s code of ethics and code of conduct. Shows professionalism in office setting.
23. FLEXIBILITY / HANDLING EMERGENCIES – Responds well to changing situations or routines. Handles crisis situation calmly and professionally.

Educational Requirements:

- Must possess a minimum of an Associate degree in Human Services, preferably a Bachelor or Masters degree
- Two years experience in the human service field, preferred
- Must be certified as an ADT, CSC-AD, or CAC-AD.

Salary/Benefits: *Salary range negotiable based upon experience*

- Health care benefits

Required license or certification:

- ADT, CSC-AD, or CAC-AD