



Position: Residential Substance Abuse Counselor

FLSA Classification: Non-Exempt

Status: Full Time

Reports to: Clinical Director

Job Description

Summary/objective

The Residential Substance Abuse Counselor works full-time in a person-centered and team-oriented setting to maintain a diverse and robust Inpatient caseload, keeps accurate and updated clinical documentation for all assigned clients, participates and leads case conferences as needed and conducts weekly individual therapy sessions, group therapy sessions, and facilitating a didactic lecture on Addiction, Recovery, Co-Occurring Disorders or another related topics-- clinically and ethically sound supervision is provided.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Assist with the intake process and work with new clients to build motivation for change.
- Maintain a caseload as assigned and demonstrate a willingness to assist fellow counselors when the need arises or when requested by management.
- Maintain accurate, updated records and progress notes in client's electronic files.
- Maintain appropriate billing practices and ensure required documentation is submitted into the MHWIN system.
- Conduct individual sessions with clients on a weekly basis and document these sessions appropriately.
- Conduct structured group therapy sessions three times per week with caseload and didactic sessions based on a curriculum and assignment by Clinical Director.
- Document all individual and group sessions appropriately to ensure billing, audits, and CARF accreditation.
- Address client holistically including areas of physical and emotional health, sobriety, employment, citizenship and spiritual needs
- Participate in regular in-service and external training sessions to meet certification/licensing requirements and continued professional growth as required by management.
- Other duties as assigned by the Clinical Director



Competencies

- Demonstrate professionalism and loyalty to the staff, clients, and community.
- Follow approved guidelines and procedures of the agency to ensure that client's recipient and confidentiality rights are not violated.
- Provide general supervision and training to assigned internship student(s).
- Assist with planning special events and field trips for clients.

Work environment

Office/agency setting

Physical demands

- Ability to walk frequently to retrieve facsimiles, copies, and printed documents.
- Ability to sit for long periods of time while working & typing on a computer.

Travel required

N/A

Required education and experience

- Masters or Bachelor's Degree in Social Work
- Appropriate licensure (LLPC, LPC, LLBSW, LBSW, LLMSW, LMSW, TLLP, LLP) to provide therapeutic services.
- Possess CAADC credentialing or ability to gain a MCBAP Development Plan within the first 30 days of employment.
- Experience with both addiction treatment and mental health treatment.
- Ability to meet the physical, mental and visual standards of the job.
- Ability and willingness to work in a manner which will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.
- Minimum of one year's sobriety (if recovering).

Preferred education and experience

- Addictions Studies or related field preferred.



Additional eligibility requirements

- Covid-19 vaccination per agency policy requirements
- Possess a valid First Aid/CPR certification
- Provide education transcript

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.