



Job Description

Job Title: Substance Abuse Counselor

FLSA Status: Non-Exempt (Hourly)

Reports To: Chief Operating Officer or his or her designee

Travel: Travel within the state of Virginia

Schedule: TBD (May be required to work outside of Normal business hours)

SPECIAL REQUIREMENTS:

- Must pass a FBI Criminal History record check:
- Must pass a Child Protective Services record check
- FBI fingerprinting check
- Must pass a tuberculosis screening

POSITION TITLE DUTIES/RESPONSIBILITIES

This position exists to provide drug/alcohol assessment and treatment to adult and or children clients by providing individual, group, and family counseling, maintaining required documentation in client charts, developing and carrying out individualized treatment plans, evaluating clients for admission to outpatient treatment and reporting clients' treatment progress to referral sources, and providing follow-up services.

Responsibilities and Skills:

- Excellent written communication skills
- Ability to manage difficult behaviors
- Provides group leadership to include therapy, education, and skills-related groups
- Provides service to substance abuse clients
- Provides individual counseling;
- Manages and monitors case load of active treatment clients;
- Monitors clients' progress, safety and medications;
- Coordinates/conducts drug screens and Breathalyzer tests;
- Provides input into the development of the treatment plan and or urine screening;
- Documents all services provided on progress notes;
- Participates on team for case consultation;
- Provides assessment services;
- Completes and submits monthly reports
- Performs other clinical duties as needed in the program
- Excellent communications and interpersonal skills
- Ability to develop healthy relationships with clients

Minimum Qualifications:

- 3 years' experience in substance abuse.
- 3 years' experience working with AODA/correctional clients from diverse backgrounds.
- Ability to maintain the utmost confidentiality of all agency information.
- Experience in counseling/group facilitation.
- High school diploma or equivalent. Associate degree in criminal justice or human services preferred.
- Interact with employees, clients, and agents in an effective manner while maintaining professional boundaries.
- Knowledge of "Motivational Interviewing" techniques.
- Substance Abuse Counselor certification.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Any combination of education and experience equivalent to a Associates' and or Bachelors' degree in human services social work, psychology, counseling, administration and a combination of three years professional experience working in human services, or licensed substance abuse credential/certification required.

Language Ability:

Must be able to read and comprehend simple instructions i.e., short correspondence, and or memos. Must be able to write simple correspondence and effectively present information in one-on-one and small group situations.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have an intermediate level of working knowledge with Email, Microsoft Word, Excel and PowerPoint.

Certificates and Licenses:

Must possess substance abuse certification.

Supervisory Responsibilities:

Supervise clients

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload etc.)

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee Signature **Date**

Manager Signature **Date**