



Murphy-Harpst

LIFE AND HOPE FOR CHILDREN

Job Description

Substance Abuse Counselor-CAC II

Classification: Exempt

Salary Grade/Level/Family/Range: Licensed Professional

Reports to: Director of Clinical Services

Date of Last Review: February 2017

Infection Control Category: 2

Summary/Objective

The Substance Abuse Counselor provides counseling and guidance to assist consumers in their personal recovery process including addressing such clinical issues as overcoming denial, recognizing feelings and behavior, encouraging personal responsibility, and constructively using leisure time. Responsible for development of the treatment plan for each client and related clinical services, this involves, but is not limited to individual counseling, group counseling, cases/treatment reviews, current record keeping, attendance at and participation in staff meetings, and writing reports. Equally important is working with representatives from state and community agencies in the overall planning for the youth and their families when available.

Essential Functions

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

1. Initial assessment including client and family assessment, DSM-IV diagnosis, all appropriate clinical information for treatment planning.
2. Deliver services showing knowledge of developmental stages (age appropriate interventions), family systems, group process, effect of abuse and neglect, and ability to establish therapeutic relationships
3. Knowledge of the DFCS, DJJ, & DBHDD and school systems and the ability to assist the family and youth in negotiating these systems as needed

4. Clear understanding of family-focused, strength-based and community-based program model and how the principles guide practice
5. Ability to engage families in becoming partners in a successful treatment
6. Develop and carry out strategic plan for Substance Abuse Program growth and enhancement. Involved knowledge of greater mental health system and financial challenges
7. Initiate and facilitate the admission process
8. Assess the appropriateness of clients referred for substance abuse program
9. Ability to determine best treatment modalities/interventions for clients based on best opportunity for success (i.e. individual vs. group, or both)
10. Complete plan for substance abuse clients within 14 days of assessment
11. Share with treatment staff information vital to carrying out treatment plan for each client assigned through team meetings and individual conferences as needed
12. Deliver individual family and group counseling per treatment plan
13. Document contact within 7 days
14. Effectively carry out case management responsibilities
15. Attend all scheduled clinical meetings and treatment reviews
16. Complete monthly up-dating of treatment plan
17. Attend court hearings and panel reviews as assigned, and/or prepare reports for the court and/or the requesting agency
18. Coordinate the planning with others involved in arranging therapy and related services
19. Maintain timely documentation of contacts
20. Monitor the dynamics and progress of the client, and the effectiveness of the treatment plan
21. Complete progress notes and other documentation within 24 hours of occurrence or contact
22. Assure treatment plan accurately reflects family strengths, needs, and progress
23. Keep case managers and other referral sources informed and involved with the client's progress
24. Communicate with and effectively utilize supervision from Director of Clinical Services
25. Communicate effectively and utilize consultation with agency psychiatrist
26. Collaborate with other necessary individuals with child/family may have contact with (i.e. DFCS case workers, DJJ case workers, Judges, District Attorneys, Attorneys, Teachers, Physicians)
27. Write policy and procedures and develop protocols for A.S.A.M. Level One Treatment
28. Marketing to potential referral sources
29. Instructor of Drug Awareness training sessions to agency staff.

Competencies

1. Communication Proficiency.
2. Ethical Conduct.
3. Personal Effectiveness/Credibility.
4. Problem Solving/Analysis.
5. Thoroughness.

Supervisory Responsibility

There are no supervisory responsibilities for this position.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position frequently requires walking around the entire campus.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are generally Monday through Friday during the morning and afternoon. Position requires 40 hours per week. Times are dependent upon needs of the population and direction by the Clinical Director.

Travel

No travel is expected for this position. However, position may change to outpatient setting and require travel at that time.

Required Education and Experience

1. High School diploma or GED
2. State certification as an addictions counselor (CAC II) Level

Preferred Education and Experience

1. Bachelor's Degree in a behavioral health or human services field.
2. Some experience providing services in a residential behavioral health setting.
3. Some experience providing services in an outpatient setting.

Additional Eligibility Qualifications

1. Ability to work in different settings (i.e. outpatient and residential settings)

AAP/EEO Statement

Murphy Harpst Children's Centers is an Equal Opportunity Employer.

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.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, duties of the position and that this job description has been reviewed with the employee's supervisor.

Employee _____ Date _____