



**Position:** Substance Use Counselor  
**Reports to:** Clinical Director  
**Program:** MAT Program

### **POSITION SUMMARY:**

The Counselor works as a member of a multi-disciplinary team that provides therapeutic and rehabilitative services, counseling, case management and integrated dual-diagnostic treatment. The team works to address all treatment needs, including crisis management, substance use treatment, medication management, physical health treatment, mental health treatment, accessing benefits and entitlements, and other supportive services.

**RESPONSIBILITY:** Under the direct supervision of the Clinical Supervisor, the Counselor carries the responsibility of adequately developing and maintaining a helpful and therapeutic relationship with the members of his/her caseload. Additionally, the Counselor must utilize to the greatest extent possible the internal and external referral resources available to RFS.

**ESSENTIAL DUTIES:** The Counselor must demonstrate the ability to perform the following functions:

1. Provide direct service to individuals. This includes implementing initial treatment plans, providing ongoing therapy, updating treatment plans, continuing stay reviews, counseling case management, and providing crisis intervention services and referrals if needed.
2. Provide a minimum of 1 hour per month of individual counseling for all clients.
3. Provide assigned group sessions weekly.
4. Provide HIV counseling and testing services as required.
5. Monitor toxicology screens and work with the Medical Department to adjust privileges according to client track records.
6. Provide on-call services for individuals in crisis; this will occur in rotation with other team members.
7. Attend all required meetings and trainings accorded to program standards.
8. Participate in regular supervision from the Clinical Supervisor, seeking additional supervision when necessary. Minimum requirement of two hours of documented supervision per month.
9. Provide coordination and linkage with community agencies.
10. Maintain client records using electronic medical records. Must be documented as required by program standards and funding requirements including documentation of clinical interactions, behavioral health assessments and individual service plans.
11. Participate in quality assurance and quality improvement activities as directed.

12. Adhere to all state and federal privacy regulations, including HIPAA and 42 CFR Part 2, and to CCC Policies and agreements regarding confidentiality, privacy, and security. Support Compliance with all privacy and security requirements pursuant to community partners' and outside providers' patient confidentiality agreements, including privacy and security requirements for EMR access. This includes immediate reporting of any PHI breach of CCC or outside provider health records to the CCC Legal and Quality departments, as well as the program administrator.
13. Any staff holding specialized certifications should exercise the certification in a clinical setting, i.e., staff processing a QHEIC certification should attend at least 10 hours of HIV training annually and at least 1 test per month (if applicable).
14. Perform other duties as assigned.

### **CORE COMPETENCIES:**

1. Good listening, interpersonal, and counseling skills. Ability to tailor communication styles in order to make the client feel comfortable.
2. Ability to engage clients in a clinical and respectful manner.
3. Initiative, ability to think of the big picture.
4. Strong Assessment and Treatment Planning skills.
5. Pharmacology of acute, chronic, and withdrawal effects of drug use.
6. Understanding of/able to interpret results of urine screens and toxicology tests.
7. Understanding of HIV, Hepatitis, TB, and other infectious diseases of this population.
8. Understanding of mental illness issues of this population.
9. Understanding of internal and external medical and supportive services.
10. Cultural competency and sensitivity.
11. Fast, accurate documentation skills.
12. Effective oral and written communication skills.

### **OTHER REQUIRED ABILITIES:**

1. Spanish fluency, bicultural applicants strongly preferred.
2. Ability to work effectively with peers, individual clients, and groups.
3. Desire to learn new skills.
4. Knowledge of community and social service agencies.
5. Ability to maintain accurate records and necessary paperwork.
6. Knowledge of de-escalation methods or ability to be trained in de-escalation methods.

**PHYSICAL DEMANDS:** The Counselor must be able to successfully perform essential functions of this job including carrying charts to and from their offices/desk, preparing for group activities that may include moving chairs and or tables, carrying bags/boxes of food, or decorating group activity areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are responsible for informing their supervisor of any invisible disability or medical restrictions that limit physical capability.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an

employee encounters while performing the essential functions of this job. There may be occasions that call for an employee to carry out duties at other agency offices. Traveling to and from meetings is required as necessary.

**PERFORMANCE INDICATORS:**

During a typical year, a full-time staff member will have 1,352 hours of potential direct service hours. It is expected that 82% (1,108 hours) be direct clinical hours.

Indicator	Weekly	Yearly
Individual, Assessment and Group Counseling	28	1352 hours

**ANNUAL TRAININGS:**

As part of this organization’s commitment to quality service, all staff must complete the following trainings annually, however other trainings will be scheduled based on the program or funding requirements.

Orientation to Agency Policy and Procedures	Orientation to IDHS Administrative Rules and Regulations	Orientation to agency treatment philosophy	Orientation to EMR, email system, and other software associated with program
Customer Service	Cultural Competency and Diversity	Person-centered services and treatment planning	Workplace Violence and De-escalation techniques
Ethics	Health and Safety, Emergency Procedures	Critical Incident, Abuse and Neglect Reporting	Rights of the person, Confidentiality, Advanced Directives
Corporate Compliance, Grievance and Satisfaction Survey Process	Orientation to organization’s programming, inter/external referral process	Education on medical treatment (methadone and psychotropic medication)	Program-specific trainings

**MINIMUM QUALITIFCATIONS:**

1. Must be certified in IAODAPCA Certified Alcohol and other Drug Abuse Counselor (CADC).

2. If not CADC certified, employees must obtain certification within the first two years of employment or be terminated for not being able to perform services.
3. Bachelor's required, minimum of high school degree with substance abuse experience may also be considered. Master's Degree in Social Service preferred.
4. As evidenced by previous work experience, academic background, and in-service or equivalent trainings, the BHC shall demonstrate a strong understanding of how to:
  - Identify precipitating events;
  - Gather histories of mental, emotional, and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts;
  - Assess family, social, and work relationships;
  - Conduct a mental status assessment;
  - Document a DSM diagnosis;
  - Write and implement or supervise implementation of a treatment plan;
  - Conduct and document a mental health assessment;
  - Provide mental health treatment and rehabilitative services within one's scope of practice;
  - Must meet Corporate Compliance privileging requirements as required by FTCA;
  - Must pass a pre-employment TB Test and background check. This includes clearance by the DHS Background Check Unit;
  - Physical ability to bend, squat, kneel, twist, reach, pull, and lift heavy objects.
  - Must be able to climb stairs several times a day.
  - Must adhere to agency's non-discrimination policies.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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