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| **Job Title:** | **Substance Abuse Counselor** | | |
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| **Reports to:** | **Program Coordinator** | | **Date Approved:** |
| **Division/**  **Department:** | **Adult Division/Residential Department** | | **Programs: Alliance Treatment Center (ATC)** |
| **Job Code:** |  | | **Job Grade:** |
| **Titles Reporting Into:** | **N/A** | | ***FLSA Exemption - Check Only One:***  **Exempt**  **X Non-Exempt** |
| **Work Location:** | **33 Highland Street, 4th Floor, New Britain, CT** | | **EEO Category:** |
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| **Summary:**  *Describe why it is important, how it creates value for the organization, and important decision-making and/or budget authority.* | | | |
| Develops and monitors treatment plans with a case load of adult substance abuse disordered residential clients toward the goal of substance abuse recovery and return to independent living. Coordinates and conducts individual, group and family counseling with the client and advocates for the client throughout the agency system of services. Supervises client environment of care in the residential treatment program while insuring for their safety, comfort and satisfaction. | | | |
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| **Essential Responsibilities and Target Outcomes:**  *Provide five (5) brief statements that identify how the job is performed and key outcomes of competent performance.* | | | |
| * Provides direct care to a caseload of clients by conducting and documenting assessments, individual, group and family counseling, education, skill building, recreation and other scheduled program activities. (70%) * Develops and reviews individualized treatment plans with a caseload of clients to identify goals and progress throughout the client’s stay by meeting with each client on the caseload at least once a week while maintaining client safety, facility cleanliness and client satisfaction. * Maintains client medical record by documenting all client activity in the form of Progress Notes and Treatment Plans in accordance with agency Policy and Procedure. Completes all additional program required documentation in compliance with agency Policy and Procedure. * Supervises and documents the self-administration of medication to program clients as scheduled in an accurate, professional way by adhering to program policy and procedure and training. * Communicates and/or advocates with other internal and external providers to insure consistency of and accessibility to requested/needed services. May provide transport as needed for medical, court and family appointments. * All other duties as assigned. | | | |
| **Principal Customers:**  *List the primary people/groups who receive your services/products, both within CMHA and outside CMHA.*  All referred adult substance abuse and/or co-occurring disordered clients from CAC 19, Region IV as well as any referrals from across the State of Connecticut and their families. | | | |
| **Critical Work Relationships:**  *List the people/groups (within CMHA and outside of CMHA) with whom you must share information with in order to fulfill your job purpose.*  All clinical and medical staff of DMHAS referring facilities/agencies. Regulatory/Accreditation/Referral personnel. All external providers of ancillary services to Residential clients. All staff of the agency affiliate network as well as all agency employees. | | | |
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| **Minimum Requirements:** | | | |
| Education: | | Bachelor’s Degree in Behavioral Health field and/or DARC Certification. | |
| Credentials and Licenses: | | Valid Connecticut Driver’s License.  Substance Abuse Credentials preferred. | |
| Experience: | | 1-3 years experience providing direct clinical care/treatment to substance abuse and/or co-occurring disordered clients in a supervised setting or equivalent.  Beginner to intermediate experience with Microsoft Office products including Word and Outlook. Experience in or the ability or willingness to learn how to use an Electronic Medical Record (EMR) system or the ability and willingness to learn how to use one, which includes appointment scheduling, authorization tracking, assessments, treatment plans, progress notes and discharge summaries. | |
| Competencies:  *Behavioral Skill Sets* | | Knowledge of best practices in the treatment of substance  abuse and/or co-occurring disorders for the range of adult clients.  Familiarity with Recovery concepts of 12-Step and other self-  help groups.  Professional customer service boundaries and skills.  Ability to multi-task while setting priorities appropriately.  Ability to ensure the security and confidentiality of client information and records in a manner consistent with professional and agency codes of ethics.  Awareness/sensitivity to all types of issues related to client diversity, including cultural, ethnic, language, gender, sexual orientation, gender preference, physical handicap and spiritual diversity. | |

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| **Approvals:** | | |
| Business Leader:  *(signature, printed name, title)* |  | Date: |
| Human Resources:  *(signature, printed name, title)* |  | Date: |

**Disclaimer:**

**Community Mental Health Affiliates reserves the right to change or assign other duties and responsibilities to this position.**