## **JOB DESCRIPTION**

**JOB TITLE:** Certified Substance Abuse Counselor

**IMMEDIATE SUPERVISOR:** Clinician

**DESCRIPTION:**

This position involves the provision of an array of substance abuse counseling and educational services within the group and program setting. Counselors are responsible for all client related documentation and reports as well as the development and implementation of treatment goals and objectives. Facilitating peer support groups as needed is also expected. On a monthly basis, 95.0% of the services provided are to be in the form of direct involvement with client' and/or their family members. Under close clinical and administrative supervision, to perform entry level work in the treatment, counseling, education and referral of clients and other concerned persons involved with the substance abuse program. Position reports directly to clinical director**.**

**TASKS:**

Performs substance abuse counseling and education, determines factual history and explains the Abraham Youth and Family Services program; recommends to supervisor revisions to treatment plan with consideration given to the nature and severity of the problem, family and job-related pressures or complications, individual and family histories, physical condition, and other pertinent factors. Under direct supervision provides case management to assist clients with alcohol and/or drug related problems. Under direct supervision, provides counseling in individual or group sessions; may serve as a counselor in a group or program setting; co-leads group counseling sessions; may need to have the ability to provide services to clients incarcerated in local correctional facilities; provides reassurance and encouragement to clients who make phone or personal contact during crisis or emergency situations; provides information or referral services for individuals, families and other concerned persons; ensures that all entries into records are according to the Abraham Youth and Family Services, and DBHDS standards; updates and completes records for all clients with whom they have had contact; may serve as a substitute on occasion as a primary counselor; consults with peers and other professionals to share information, to discuss early intervention and/or treatment methods and techniques and recommendations for appropriate treatment interventions; assists with substance abuse education classes for new clients, their families and other concerned persons. Serves as an advocate for clients in their communities; and performs other duties as requested.

**REQUIREMENTS:**

**SKILLS:** **KNOWLEDGE OF:**

Case management Community Resources

Client documentation Counseling Interventions

Oral and written communication Funding Sources

S.A.Group counseling DBHDS/DMAS Standards

Program planning and coordination Human Development

Staff Supervision Group Dynamics

Treatment plan development Computer software

Crisis intervention Human Rights Regulations

**TRAININGS/CERTICATIONS:** **OTHER:**

CPR/FIRST AID Home telephone

Medication Training DMV license

Restraint Techniques Cell Phone

CSAC

**MINIMUM QUALIFICATION:**

Any combination of education and experience equivalent to the following: Graduation from a four-year college or university with a Bachelor’s degree in psychology, social work, or a related field or attainment of an Associate of Arts Certificate in a related field plus two years of experience in substance abuse or another human services field. At minimum, must be a Qualified Substance Abuse Professional recognized by the Virginia Substance Abuse Counselor’s Certification Board

Participation in a substance abuse treatment/counseling program can be substituted for the required education on a one year for one year basis.

Knowledge of alcohol and drug addiction and the physiological and psychological effects; knowledge of/or ability to learn various substance abuse treatment methods and techniques; knowledge of interviewing techniques; knowledge of/or ability to learn existing referral agencies and community resources; some ability to evaluate the severity of a client’s substance abuse problem and recommend appropriate intervention and treatment; ability to maintain records and prepare reports; ability to establish rapport with clients and other concerned persons and to maintain effective working relationships with co-workers and community resources; ability to speak and write effectively

**Acknowledgment of Receipt**

I have read, understand, and agree to fulfill the duties and roles described in this job description. I clearly understand that Abraham Youth & Family Services , LLC , reserves the right to modify this description at any time and that I may be required to fulfill the duties and responsibilities in the modified version to maintain my contract with Abraham Youth & Family Services

**Employment Status (please check and initial which apply)**

[ ]  Independent Contractor (1099) \_\_\_\_\_\_ \_\_\_\_\_\_

[ ]  Part-time employee \_\_\_\_\_\_ \_\_\_\_\_\_

[ ]  Full-time employee \_\_\_\_\_\_ \_\_\_\_\_\_

(Eligible for benefits, paid time off)

**CSAC**  (print) (sign) (date)

**DOS** (print) (sign) (date)