



JOB DESCRIPTION

Position:	Drug and Alcohol Counselor
Department:	Clinical Services
Reports to:	Chief Clinical Services Officer
FLSA Status:	Non-Exempt
Grade:	8

GENERAL PURPOSE:

Under the direction of the Chief Clinical Services Officer, the Drug and Alcohol Counselor is responsible for providing and documenting individual and family counseling, have standards of behavior, line of responsibility and authority.

MAIN RESPONSIBILITIES AND DUTIES:

- 1) Ages Served. Demonstrates the knowledge and skills necessary to provide care/service appropriate to the age of the patients/individuals served. Demonstrates and possess the ability to assess data reflective to the patients'/individuals status and interpret relative to his age-specific needs and to provide the care/service needed.
- 2) Assists in the development and implementation of special public relation activities, including community contact, in-house contacts, referral source, and community education programs as needed.
- 3) Charts patient progress notations and discharge summary on the medical charts.
- 4) Prepares bio/psy/social summary.
- 5) Conducts individual, group and family counseling sessions for program participants and others, as needed.
- 6) Consults and maintains appropriate correspondence with community healthcare practitioner's pertaining to individual patients: arranges family meeting sessions, continued outpatient therapy, seminars, etc., as needed.
- 7) Diagnoses and develops effective multidisciplinary treatment plans for patients, with demonstrated knowledge and skills in the core function of chemical dependency counseling. Assumes case management responsibilities for assigned patients.
- 8) Maintains and meets expectations on time for all competencies, license, certifications, and education requirements as outlined by local administration, Adventist Health (AH), The Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS) and other regulatory agencies.
- 9) Participates as a team member in policy meetings, patient review meetings, counselor meetings and daily report meetings.

- 10) Prepares for and presents educational lectures on various topics for participants once a week, or as directed. Conducts department in-service meetings on pertinent issues related to chemical dependency, as necessary.
- 11) Provides appropriate referrals to various community resources that address psychosocial issues to be resolved post discharge (e.g., Vocational rehabilitation, family therapy). Assists patients and their families in accepting in seeking out assisted living facilities, and structured living situations such as recovery and sober living homes.
- 12) Stays current with new chemical dependency treatments, therapies, theories, etc., by reading professional literature and attending related seminars and conferences, as necessary and appropriate.
- 13) Willing to perform other duties and innovations as assigned by supervisor.

QUALITIES & CHARACTERISTICS:

- 14) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 15) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 16) Strive to learn more and is receptive to learning different ways of doing things
- 17) Displays enthusiasm toward the work and the mission of Ampla Health

PROFESSIONAL/TECHNICAL KNOWLEDGE, SKILLS & ABILITIES:

- 1) Education and Experience: Associates degree in a related field preferred or a combination of a Associates degree, personal recovery experience (three years of continuous sobriety required if in recovery), plus specialized training in chemical dependency and CD treatment experience.
- 2) Education and Experience: Minimum of one –year related experience and/or training in residential chemical dependency treatment preferred; or equivalent combination of education and experience.
- 3) Licenses or Certifications: CADAC/NADAC certification preferred.
- 4) Basic computer skills including knowledge of Microsoft Word, Excel and PowerPoint required.
- 5) Creative skills Capable of assisting in the development of new programs, policies and procedures.
- 6) Good writing and English grammar skills.
- 7) Thorough understanding of the 12-step program of chemical dependency recovery
- 8) Working knowledge of psychiatric disorders and medications in order to evaluate the need for assessment by the psychiatric consultant

COMMUNICATIONS SKILLS:

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients and staff courteously and calmly
- 3) Ability to communicate well with the public

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

Works well with co-workers, vendors and patients in a generally comfortable environment office. Employees must possess the following physical requirements:

- 1) Must be able to lift up to 40 lbs
- 2) Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients, vendors, agencies, and staff
- 3) Must have vision which is adequate to read memos, a computer screen, registration forms and other documents
- 4) Must have high manual dexterity
- 5) Must be able to reach above the shoulder level to work, must be able to bend, squat, sit, stand, stoop, crouch, reach, kneel, twist and turn
- 6) Accommodations: The physical demands and work environment characteristics described here are representative of those an employee typically encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to disabilities to perform the key responsibilities and essential functions.
- 7) Confidentiality: Employee must conform with all HIPPA and other confidentiality regulations as required by the job, department or hospital.
- 8) Physical Requirements: This job requires frequent bending, Squatting , kneeling, climbing, reaching above shoulders, sitting, walking inclines and declines, talking, hearing, and performing repetitive hand motions. Vision requirements include close vision and the ability to adjust focus. The employee will occasionally lift boxes and/or supplies weighing up to 25 pounds. The employee must demonstrate lifting a 25-pound box from the floor.
- 9) Potential Exposure to blood & body fluids: Category 3 for potential exposure to blood/body fluids. (Does not require the performance of procedures or other tasks in the work routine that involve exposure to blood fluid or tissues, and the assisting in cases of emergency medical care of first aid is not a requirement of employment. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities, telephones and personal contacts such as handshaking, are all considered Category 3 tasks).

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE