



Job Description SUBSTANCE ABUSE COUNSELOR

Job Purpose:

Provides substance abuse counseling services including but not limited to assessment, treatment planning, long-term counseling, psycho education, case management, advocacy, and follow-up.

Duties:

- All evaluations, progress notes, treatment plans and reports must be reviewed and signed by QCC on staff.
- Works with physicians and other personnel in client evaluation and treatment to further sobriety.
- Assists client and family, through individual, group, family, and/or couples therapy.
- Provides services planned to restore client to optimum social and health adjustment.
- Performs intake, evaluation, orientation, admissions, treatment planning, counseling, documentation, discharge planning and referral of substance abusing clients, all of which must be reviewed and approved by Director or authorized QCC.
- Maintains case records and urine surveillance system.
- URs with insurance companies to obtain authorizations for clients
- Assesses all new intakes to determine presence and extent of substance abuse issues; completes evaluation report.
- Develops and documents individualized treatment plans that address the needs of substance abuse client population.
- Recommends treatment plans for clients to program manager and criminal justice officials.
- Refers clients to appropriate treatment modality based on assessment.
- Collects statistics as required for reports; prepares required reports and paperwork.
- Develops and facilitates process groups and educational programs.
- Identifies opportunities for program improvement and QI monitors.
- Participates in continuing education to continually improve skills and abilities and stay abreast of current technologies/practices.
- Ensures compliance with legal issues including but not limited to client confidentiality and risk management; ensures compliance with federal, state, and local regulations.
- Exhibits a high degree of courtesy, tact, and poise when interacting with clients, families, and other personnel.
- Adjusts to fluctuating peaks in client flow, acuity, and other operational demands while maintaining quality.
- Performs other duties as assigned by manager and / or Director.

Skills/Qualifications:

- Must possess state licensure or certification
- Must be willing to learn and ask questions, accept feedback and be accountable
- Excellent written and oral communication skills
- Ability to manage priorities and workflow;
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm;
- Strong interpersonal skills;
- Able to work collaboratively with multiple health and criminal justice professionals using tact, diplomacy, and discipline;
- Ability to effectively communicate with people at all levels and from various backgrounds;

Counselor Intern Signature

Date

Director Signature

Date

