



JOB DESCRIPTION: MHP – SUBSTANCE ABUSE COUNSELOR / DUI

DATE:

PAY GRADE:

LOCATION:

SUPERVISOR:

EXEMPT (Y/N):

GUNNISON OP

PROGRAM SUPERVISOR

YES

GENERAL PURPOSE: To utilize a variety of treatment, educational, and evaluative approaches to work with a diverse substance abuse client population and provide Level I and Level II education and therapy services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delivers individual and group, family, crisis intervention and case management services in an outpatient program setting to clients referred for substance abuse treatment
- Delivers Level I Education (when referrals are sufficient in number) in accordance with ADAD rules and regulations
- Delivers Level II Education in accordance with ADAD rules and regulations
- Provides Level II Therapy in accordance with ADAD rules and regulations
- Conducts client screenings, assessments for referrals to inpatient treatment, intakes, and/or evaluations for clients seeking substance abuse services
- Participates in the design of client services through needs assessment and discussion with team members and Program Supervisor and Program Director
- Maintains client charts on the Center's computerized database, according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center
- Maintains the Center's Standard of Productivity, currently determined as 50% direct service for substance abuse counselors
- Completes all administrative paperwork (billing and personnel/payroll) required by the Center
- Attends regularly scheduled staff meetings, in-service meetings and peer review meetings
- Works with referral sources in the process of determining appropriate client care and in reporting on-going progress
- Provides reports to referral sources as requested
- Collaborates with other human service agencies within the community to coordinate client care plans
- Participates in community meetings and forums as identified in collaboration with Center's Substance Abuse Program Director and the Outpatient Program Supervisor
- Collaborates with the courts, Probation, DSS, medical teams, ADAD and mental health staff, and keeps the Center's SA Program Director and the Outpatient Program Supervisor informed of all collaborative efforts
- Responsible for keeping the Gunnison Outpatient Program Supervisor aware of service duties, day-to-day scheduling, and community activities
- Responsible for the collection of client fees for services
- Responsible to keep all client information confidential under the policies and procedures of the Center

MISC. DUTIES AS ASSIGNED

- May be assigned to community consultation and education projects

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: May do clinical supervision with CAC I and CAC II staff, if certified at CAC III

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education or Formal Training:

- Bachelor or Masters level degree with CAC II State of Colorado certification or eligible for CAC II certification. Commensurate experience or training in the human service field in lieu of degree will be considered.
- Minimum 1 year experience in the substance abuse field
- Basic computer and keyboarding skills required

Knowledge, Skill and Ability: (include materials and equipment directly used)

- A working knowledge of individual, group, family and crisis treatment approaches and their application to adolescent and adult clients with emotional, behavioral and substance abuse problems
- Ability to produce written documentation and/or dictation of clinical work in a manner readily understood by other service providers
- Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery.
- Ability to enter data on the Center's computerized record keeping system.
- Ability to do mental status exams, data bases and differential diagnoses, service planning, assessment, substance abuse evaluation, case management and treatment.
- Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to effect a safe outcome
- Ability to deliver services where the client's needs are. This may necessitate travel within the community.
- Ability to communicate clearly and assertively with a diverse client population

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- May need to develop a flexible work schedule to provide services to clients when the Center's offices are not open or fully staffed