

Substance Abuse Counselor Answer House

Reports To: Program Director and MHSA Clinical Coordinator

Responsibilities:

- Conduct diagnostic assessment interviews and individual counseling sessions with assigned clients.
- Develop and maintain a comprehensive knowledge and understanding of program policies and philosophy of treatment.
- Facilitate individual and group counseling sessions
- Participate in group supervision, individual supervision, staff meetings, case conference and staff training as scheduled.
- Write clinical assessments, group notes, treatment summaries and routine court correspondence.
- Conduct educational/motivational classes as assigned.
- Engage in discharge planning, aftercare referral and follow up with each assigned client.
- Provide crisis intervention counseling as indicated.
- Provide HIV/AIDS/STD education, information, and referral and serve as Coordinator for these issues as assigned.
- Serve as Tobacco Education Coordinator as assigned.
- Maintain client records in a comprehensive and timely manner.
- Monitor client compliance with program rules and regulations and provide general supervision of client activities as appropriate. Document any inappropriate behavior.
- Comply with all program data collection needs.
- Facilitate and/or supervise urine drug-screening collection processes and the administration of medications in accordance with Program-specific policies and BSAS protocols.
- Maintain client confidentiality at all times.
- Engage in independent and program sponsored study and training to expand upon knowledge of substance abuse, mental health and related disciplines to improve clinical skills.
- Maintain program continuity, providing staff coverage for non-clinical functions, such as meals, admission desk, and recreation as necessary.
- Abide by all MHSA policies regarding boundaries, strict confidentiality and ethical standards at all times.
- Various other responsibilities, as assigned by Program Director from time to time and/or as needed to ensure proper functioning of the program.

Qualifications:

- High School Diploma or GED required; Bachelors or Associates Degree preferred.
- Must be currently enrolled in LADC or CADAC program and acquire license within three (3)

years of initial employment.

- Fundamental knowledge of substance abuse, its treatment and twelve (12)-step models required.
- Familiarity with Mass. DPH/BSAS regulations preferred.
- Excellent written and verbal communication skills required.
- Experience working with spread sheets, data bases and word processors required.
- Ability to work with a diverse population required.
- Ability to work both independently and as part of a team required.
- CPR, AED and First Aid Certification required. (MHSA will provide training opportunity.)
- Demonstrated reliable attendance and punctual reporting for work required.
- Valid driver's license required.
- Reliable personal transportation for work activities required.
- Bilingual (English/Spanish) preferred.