

Department: Union County Alcohol and Drug Abuse

FLSA: Non-Exempt, 40 Hours per week

Position Title: Clinical Counselor

Reports to: Executive Director / Treatment Director

Minimum Qualifications: Bachelor's Degree / Master's Degree preferred in Behavior Science or Social Work (counseling, social work, or psychology). Other degrees will be considered based on relevance to position and acceptability to DAODAS / SCAADAC for credentialing purposes.

Minimum of one year of experience in the counseling or addictions field. The ability to obtain certification within three years of in-process date.

General Summary and Major Functions:

The position of Clinical Counselor shall provide a full spectrum of clinical services to clients. The major functions of the Clinical Counselor are to provide quality counseling services including but not limited to assessment, treatment planning, group / individual / family counseling, psycho education, case management, advocacy, and follow-up.

Essential Duties and Responsibilities

- ***Customer Relations***
 - Demonstrate knowledge and understanding of organizational services / resources information.
 - Communicate services / resources information to clients, staff, and the public.
 - Demonstrate professional, courteous, and respectful interactions when assisting with screening calls, walk-ins, and making appropriate referral.
 - Demonstrate professional and courteous interactions when answering the telephone, taking messages, or transferring calls to staff.
 - Performs drug screens on clients and other referral sources as directed.
 - Exhibits a high degree of courtesy, tact, and poise when interacting with clients, referral sources, staff, and visitors.
 - Respond to client's needs in a timely manner.

- ***Carelogic***

- Demonstrate knowledge and understanding of the management information system.
 - Monitor flags and failed activities daily.
 - Scan and attach all documentation in a timely manner.
 - Enter documentation in Electronic Health Record.
 - Ensure all client data is correct and up to date.
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- ***Core Responsibilities***

- Demonstrates effective time management by being prompt for work and meetings, efficiently managing time scheduled for direct and indirect services, and meeting all assignment deadlines established by the agency.
- Works effectively with other agency staff including appropriate personal behavior during work hours, appropriate communications with other staff, participating in agency-wide activities, and demonstrating a willingness to participate in the overall development of effective / efficient services for agency consumers.
- Demonstrates a willingness to contribute professional skills and time for unusual circumstances that may require additional work time and assignments outside of customary work hours and assignments.
- Understands and implements agency “need to know” policy on the access to personally identifiable information and / or client data.
- Maintains agency, state, and federal standards of confidentiality in handling of sensitive information.
- Demonstrates proficiency in use of computerized data systems utilized by the agency to include the Electronic Health Record.
- Represents the agency appropriately at meetings and other events as assigned including providing training to referral sources and the public on topics relevant to the mission of the agency.

- ***Clinical***

- Responsible for assigned clients, groups, and arrange coverage when needed.
- Utilize different counseling techniques and interventions to assist with facilitating the therapeutic relationship.
- Responsible for documenting EVERY contact with client or referral sources.
- Document all crisis interventions.
- Responsible for completing detailed assessments and development IPOC.
- Responsible for making appropriate referrals.
- Attend treatment team meetings weekly
- Attend clinical supervision meetings when scheduled.
- Learns and implements evidence-based treatment and other modalities.
- Understand and adhere to the requirements of HIPAA and 42 CFR part 2 when disclosing Personal Health Information (PHI).
- Discharge all clients in timely manner.
- Be required to meet program goals (direct time) weekly.
- Becomes integrated into the DSS team by attending their treatment teams, trainings, home visits with case workers, and serving as a consultant representing SUD Provider.
- Determine appropriateness for treatment.
- Available to attend any family court proceedings following the 42 CFR guidelines.

- ***Other Responsibilities / Peripheral Duties***

- Participate in all staff meetings.
- Serves on other agency committees as deemed necessary.
- Attend required quarterly meetings related to job responsibility.
- Attend all trainings as required to perform job duties.
- Arrive on time and dressed appropriately.
- Performs task in a professional and ethical manner.
- Maintains certification / credentialing by SCAADAC and any other certification boards.
- Adhere to all policy and procedures of HUBHS.

Additional Assignments:

Performs additional tasks customary to the role of Clinical Counselor as designated by the Executive Director and / or Treatment Director. Other duties as assigned.

Evaluation:

To be completed annually by the Executive Director in the absence of Treatment Director.

Hours of Operation and Work Environment:

All employees are required to work 40 hours weekly. Schedules may vary. The work environment characteristics should be one representative of the highest professional standards and ethics.

Comments:

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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