

## **JOB DESCRIPTION**

**POSITION:** *Addictions Counselor*

**DEPARTMENT:** *Recovery*

**EMPLOYMENT STATUS:**

- ☒ Regular
- ☐ Temporary
- ☒ Full-Time
- ☐ Part-Time

Regular hours worked: 40 per week

- ☐ Exempt
- ☒ Non-Exempt

**REPORTS TO:** *Mental Health Director*

**PURPOSE:**

To provide child care and supervision, specialized addictions focus, knowledge and treatment in the Recovery Program for chemically dependent adolescents; to guide, educate and counsel the youth in addictions and recovery; to provide relapse prevention services; and ensure that the program is providing adequate treatment; and to do other related work

**ESSENTIAL DUTIES:**

- Facilitates and supervises clients in assigned written and reading material. Structures assignments under the guidance of the Program Director and Social Workers
- Provides addictions education and plans sessions under the guidance of the Program Director and Social Workers
- Facilitates group sessions under the leadership of the Social Workers
- Convenes weekly individual drug/alcohol and recovery education with clients, and provides such time as needed. Assists in the expression and dealing with thoughts and feelings
- Screens and involves sponsors in program activities on a planned, regular basis, and maintains sponsor records
- Maintains close contact with other staff in order to assist in the recovery of the chemically dependent youth and reentry into normal living arrangements of society
- Schedules and supervises administration of urinalysis for drug testing
- Provides orientation to each new client
- Maintains regular contact with Alcoholics Anonymous and Narcotics Anonymous organizations
- Supervises and oversees the recovery of clients and evaluates their potential for recovery
- Assists staff in addiction treatment, recovery and this client population
- Maintains supply of up-to-date recovery materials for the clients
- Directs, counsels and supervises delinquent, emotionally disturbed and chemically dependent youth in their daily living and activity programs
- Disciplines, enforces consequences, and confronts behavior as designed by the program
- Provides the elements for a positive therapeutic relationship with each client; e.g., unconditional regard, empathy, genuineness, and respect
- Implements individual treatment plans developed by the Social Worker
- Administers medication as prescribed under secure conditions according to the policies and procedures of the program
- Provides limits on client behavior; guides and motivates positive behavior

- Assists in carrying out programs of education, recreation, intramural sports, community service projects, and other activities
- Responds to emergencies and provides crisis intervention and emergency aid when warranted
- Is aware of the whereabouts of each client at all times
- Favorably and honestly represents the agency to visitors to the home (including placement agents, licensing workers, and supporters) and when in the community (on-duty)
- Submits timely incident reports occurring during shift
- Reports all cases of child abuse according to law
- Transports clients in agency van as necessary
- Maintains agency and program policies
- Communicates, cooperates and coordinates with other staff regarding observations and conclusions resulting from work with youth
- Participates in staff meetings and in-service training sessions
- Provides crisis intervention consultation, in collaboration with Residential Staff Development Manager and Social Worker
- Provide back up on-call each weekend until STRTP MH staff are in place.

### **MINIMUM REQUIREMENTS:**

- Must be LCSW, LMFT, registered intern with BBS, certified Alcohol and other drugs counselor, or registered to obtain such certification within 6 months of hire date.
- Previous internship or employment in work with adolescents
- Clean DMV record, with no more than one point if under 25 years of age, or no more than two points if over 25 years of age
- Ability to do essential duties
- Good physical health (provide proof via physical exam)
- Negative TB test
- Physical strength and flexibility sufficient to perform duties (including but not limited to reaching, throwing, lifting, carrying, pushing, climbing, stooping, kneeling, crouching, crawling, turning/twisting)
- Visual acuity and hearing sufficient to meet the demands of the job
- Operate agency vehicles in a safe and legal manner
- Sobriety
- File and maintain files
- Read, hear, understand and carry out simple and complicated instructions
- Prepare detailed records or reports such as inventory records, receiving reports, quantities, etc.
- Make simple arithmetic additions and subtractions; count, compute and calculate results of tests, etc.
- Plan own work activities
- Plan, coordinate and direct the activities of disturbed and addicted adolescents
- Work as a member of a team
- Work with minimum amount of supervision
- Work on several tasks at the same time
- Work under pressure

### **KNOWLEDGE AND ABILITIES:**

- Addictions and chemical dependency
- The Twelve Steps of Alcoholics Anonymous, Narcotics Anonymous, and/or Al-Anon
- Effective communication at a level necessary for successful performance on the job
- Principles and practices of counseling and group leadership
- Principles and practices of caring for and rehabilitating residents with addiction related illnesses
- Physical, social and psychological problems of chemically dependent youth
- Principles of supervision
- Group living problems of emotionally disturbed and addicted adolescents
- Ability to counsel and evaluate client readiness for movement back to less restrictive care
- Establish and maintain cooperative relationships with those contacted during the course of work

**JOB DESCRIPTION:****Addictions Counselor**

- Analyze situations accurately and take effective course of action
- Speak and write effectively
- Ability to gain the interest, respect and cooperation of other facility personnel, youth, and the public
- Refrain from co-dependent and Enabling behaviors
- Maintain strict confidentiality

**SPECIAL PERSONAL CHARACTERISTICS:**

- Objective understanding of the physical, social and psychological problems of adolescents with addiction-related problems
- Tact
- Patience
- Emotional maturity and stability
- Leadership ability
- Honesty
- Integrity
- High Judeo-Christian moral standards
- Keen observation skills
- Continuing satisfactory record as a law-abiding citizen
- Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the clients we serve
- Punctuality and willingness to work various schedules, including weekends and holidays, and to report for duty at any time emergencies arise
- Teamwork, cooperation and collaboration skills

*Age Limitation:* Minimum age is 21 years.

*Citizenship Requirement:* Pursuant to the law, a person must be either a US citizen or be a permanent resident alien.

*Felony Disqualification:* Persons convicted of a felony are not eligible to be appointed to positions of this class.

*Background Investigation:* Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

*Medical Requirement:* Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

I have reviewed and determined that this job description accurately reflects the position.

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Program Director signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date