

JOB DESCRIPTION

POSITION: Step Up! Closer Connections Liaison

DEPARTMENT: *Step Up! Outpatient*

EMPLOYMENT STATUS:

- ☐ Temporary
☐ Full-Time
☐ Part-Time
☐ Exempt ☒ Non-Exempt

REPORTS TO: *Clinical Program Director*

PURPOSE:

The purpose of this position is to insure that clients receive the alcohol and drug treatment necessary to be more successful in school. The specific role of this staff is to enhance the attendance rate of clients who are experiencing problems attending treatment sessions.

ESSENTIAL DUTIES

- Reports to Step Up staff, school staff and placement agents as needed (phone calls, meetings)
- Facilitates parenting education and provides support to family in transporting client to school and treatment and home
- Daily one-on-one contact with clients, weekly contact with family
- Become familiar with and implement best practices for enhancing treatment attendance
- Transport clients to and from school as needed
- Participates in treatment, staffing, and committee meetings as assigned
- Designs treatment plans, documents all phone calls to clients and parents, activities[in and out of the classroom and during treatment], and reviews client progress
- Records mileage log daily and turns in monthly.
- Schedule and log time in classrooms and client's names and interface with teachers on their lesson plans to prepare for client support services.
- Tracks information for Outcome measures turns the information in to the Q&A Director in a timely manner meeting deadlines
- Attends work-related conferences and seminars.
- Coordinate with Step UP! Staff to help clients to attend educational opportunities, individual and group counseling and counseling for parents and other significant relationships.
- Maintain client documentation according to CFR 42, Section 2
- Ensure the contact is maintained in a clean, safe, sanitary and alcohol and drug-free environment. .
- Obtains permission prior to implementing major decisions that affect the operation of the Step Up! Program.

MINIMUM REQUIREMENTS:

- Pursuing or enrolled in a MFT or MSW program from an accredited college or university or registered as a candidate for a certified Alcohol and Drug Counselor. At least one year clinical and/or substance abuse experience with adolescents preferred, and experience in case management
- Ability to do essential duties
- Sobriety
- Access to a reliable and insured vehicle
- 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
- Negative TB test
- Good physical health (provide proof via physical exam)

KNOWLEDGE AND ABILITIES:

- Addictions, mental health issues, and issues relating to abuse and neglected adolescents
- The Twelve Steps of Alcoholics Anonymous, Narcotics Anonymous, and/or A1-Anon
- Principles and techniques of individual and group treatment of delinquent, emotionally disturbed and chemically dependent youth
- Departmental and agency policies
- Diverse racial and cultural characteristics of clients and how these characteristics impact group care
- Interviewing techniques and procedures
- Report writing
- Availability of community service and resources
- Principles and practices of counseling
- Group counseling leadership principles and techniques
- Refraining from co-dependency and enabling behaviors
- Establishing and maintaining cooperative relationships with those contacted during the course of work
- Analyzing situations accurately and taking effective course of action
- Speaking and writing effectively

SPECIAL PERSONAL CHARACTERISTICS:

- Emotional maturity and stability
- Empathic and objective understanding of the problems of this client population
- Honesty
- Integrity
- Tact
- Patience
- High Judeo-Christian moral standards
- Sensitivity to client spirituality in accordance with the Twelve Steps of Alcoholics Anonymous
- Neat personal appearance
- Keenness of observation
- A 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
- Sound physical, mental and emotional condition
- Willingness to travel

Age Limitation: Minimum age is 21 years.

Citizenship Requirement: Pursuant to the law, a person must be either a US citizen, a permanent resident alien or meet the provisions of Section D of Annex 1603 of the North American Free Trade Agreement to engage in business activities at a professional level.

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.

Program Director signature

Date

Employee signature

Date