

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Job Title: Counselor Level II
Status: Full-time; Non-Exempt/Hourly
Program: Opioid Treatment Program (OTP) Clinic, W. Main St., Watertown, NY
Shift: Could include days, evenings, weekends, and/or holidays as specified
Report to: Clinical Director of OTP

Description: Provide a full array of individual and group rehabilitative services to persons receiving medication assisted treatment for severe opioid use disorder in an outpatient setting. Provide supervision to assigned clinicians.

Essential Job Functions:

- Maintain Standards that apply to Confidentiality and 42 CFR/HIPAA
- Must be knowledgeable and able to demonstrate the Canon of Ethics, healthy professional relationships and boundaries with clients and co-workers
- Manage average case load of 25; can be adjusted to reflect other duties
- Provide services at the intensity and for the duration required to meet each client's needs
- Work closely with medical and behavioral health staff to ensure continuous, quality treatment
- Maintain client records per OASAS standards and agency policy and procedures
- Provide individual and group activity, counseling and didactic sessions
- Participate in clinical supervision at least bi-weekly and comply with directions
- Utilize ATTC's Performance Assessment Rubrics as a tool for assessing and developing clinical competencies to meet the Proficient Counselor standard as a minimum but should strive for the Exemplary Counselor standard.
- Ensure clients follow up with substance abuse interventions designed to improve health status and well-being
- Ensure the delivery of prompt medical attention in cases of illness or accident, report any such incidents to the Program Director/Supervisor, complete untoward incident reports and documentation as required. Utilize the On-call system as needed.
- Obtain breath and urine samples for AOD testing
- Participate in record reviews
- Attend and participate in relevant training, as well as training specific to the medication assisted treatment(s) used in the OTP and tailored to the patient population served, while pursuing/maintaining CASAC
- Attend staff meetings, in-service and conference/trainings as assigned
- Convey information inter/intra agency
- Be sensitive and responsible to public relations within the community
- Using approved tools, evaluate/ assess and recommend treatment for clients
- As a Qualified Health Professional, function as a multi-disciplinary team member
- Supervision of clinical and/or non-clinical staff
- Supervision of interns as assigned
- Maintain supervision log
- Supervision of correspondence

- Supervision of group documentation
- Participate in Best Practices committee
- Be a team leader in the absence of the Program Director/Supervisor
- Provide Training/in services for staff as requested
- Participate in agency/community committees and boards
- Assist in employee orientation
- Perform other duties as assigned

Note: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities required of personnel so classified.

Minimum Job Qualifications:

College Graduate/equivalent experience in Human Services, Chemical Dependency or closely related field

And

Must possess CASAC certificate or CASAC Trainee certificate or other QHP status,

And

Supervisory experience preferred

And

Support the goal of abstinence from mood altering substances unless prescribed by a physician knowledgeable of addiction

And

Must subscribe to a Professional Canon of Ethics.

Submit letter of interest and resume to:

Human Resource Director
Credo Community Center
595 W. Main St.
Watertown, NY 13601
Fax 315-755-2538
kathys@credocommunitycenter.com

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