

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Job Title: Vocational Rehabilitation Coordinator
Status: Full Time, Non-Exempt/ Hourly
Program: Outpatient and Residential Sites
Shift: M-F, 40 hour work week, may include evenings
Report to: Director of Outpatient Services

Description

Provide a full array of individual and group vocational rehabilitative services to persons adversely affected by chemical abuse or dependency, in an outpatient setting and are part of the inter-disciplinary treatment team. They assist staff and patients in developing and implementing a comprehensive program of vocational rehabilitation services that will result in patient's involvement in employment, skills training or education activities. They provide and/or coordinate those pre-vocational and vocational activities which will help patients develop and achieve vocational rehabilitation goals and function successfully in competitive employment. Vocational Rehabilitation Counselors facilitate access to needed community vocations, via established linkages with vocational/ educational service providers in the local community and refer patients who are appropriate for these services.

Essential Job Functions

- Maintain standards that apply to Confidentiality and 42 CFR/HIPAA.
- Provide an assessment of vocational and employment needs based on historical information, the results of any tests or other assessment procedures used, and counseling sessions regarding the client's employment goals and aspirations for all outpatient clients in Watertown and Lowville.
- Create a specific plan, developed in conjunction with each client and appropriate treatment staff, consisting of a set of vocational rehabilitation and employment goals and appropriate methods for achieving those goals.
- Coordinates services, both program- and community-based, that are necessary for the attainment of the established employment and goals.
- Provide care coordination services for clients through synchronization of vocational rehabilitation, employment, education/life skills and substance abuse services.
- The monitoring of clients' progress toward employment goal attainment and post-employment maintenance while providing counseling and other supportive services as appropriate.
- Manage assigned case load.
- Using approved vocational tools, evaluate/assess clients for vocational programs.
- Maintain client records per OASAS standards and agency policy and procedures.
- Conduct group and didactic sessions.
- Convey information inter/intra agency.
- Attend and participate in relevant training.
- Abide by the Canon of Ethics.
- Be sensitive and responsible to public relations with in the community.
- Participate in supervision at least bi-weekly.
- Attend staff meetings, in-service and conference trainings as assigned.

- Responsible for quality assurance.
- Gather vocational data and statistics.
- Input monthly vocational data to OASAS.
- Make appropriate referrals to employment and training agencies to secure funding for vocational education training.
- On-going vocational program development.
- Perform other duties as assigned.

Minimum Job Qualifications

Bachelor's degree in either counseling, psychology, sociology, or otherwise related field with a minimum of two years of experience in the career counseling of clients with alcohol/substance abuse problems and/or clients from other disadvantaged populations

And

Expected to meet minimum educational requirements for CASAC Trainee certification within three years

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. All VR staff within the OASAS treatment provider system must adhere to the Code of Ethics set forth by the NYS Ethics Commission (nyintegrity.org) and/or the Commission on Rehabilitation Counselor Certification (CRCC) (crccertification.com).

Submit letter of interest and resume to:

Human Resource Director
Credo Community Center for the Treatment of Addictions, Inc.
595 W Main St.
Watertown, NY 13601
Email: kathys@credocommunitycenter.com
Fax: 315-755-2538

EOE