

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Date: January 31, 2017
Job Title: Counselor
Status: Non-Exempt, Full Time
Program: Outpatient Substance Abuse, 595 W. Main St., Watertown
Shift: Monday – Friday, 3 days 8am-5pm & 2 days 10am-7pm
Report to: Clinical Coordinator

Description

Provide a full array of individual and group rehabilitative services to persons adversely affected by chemical abuse or dependency in an outpatient setting.

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
- Using approved tools, evaluate/ assess and recommend treatment for clients
- Maintain client records per OASAS standards and agency policy and procedures
- Provide individual and group activity, counseling and didactic sessions
- Conduct a minimum of 1,000 units of service in face to face individual sessions annually, subject to the Onboarding and orientation process
- Conduct a minimum of 1,000 units of service in face to face group sessions annually, subject to the Onboarding and orientation process
- Does concurrent charting allowing client to engage in treatment process by having the note completed when session ends
- Consistently complete all client specific documentation with the client
- Complete all record keeping in a timely manner
- Clinical services are provided within Credo approved best practices and meeting quality expectations
- Consistently demonstrate professionalism , positive attitude and integrity in all aspects of employment
- 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.
- 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 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
- 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 in field related to Human Services/equivalent experience/CASAC or CASAC-Trainee certificate status

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

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