

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Job Title: Counselor – Community Residences
Status: Non-Exempt, Full Time
Report to: Program Director of Community Residences

Description

Provide a full array of individual, group and rehabilitative services to persons adversely affected by chemical abuse or dependency in a residential 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
- Work up to an average case load of 8-10 for residential, 30 for OP; can be adjusted to reflect other duties
- 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
- 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

Specific to Residential

- Maintain basic knowledge of the physical plant
- Supervise and participate with residents during recreational, vocational and educational activities including meal preparation, cleaning, hygiene, nutrition and daily chores.
- Utilize program consumables and supplies cost effectively
- Transport residents to appointments and activities as needed
- Safeguard, monitor and distribute residents' medication as prescribed

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; relative experience preferred
And
- CASAC-T/CASAC or demonstrated progress obtaining your CASAC-T
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 a letter of interest and resume to:

Kathy Scheible, 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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