

Credo Community Center for the Treatment of Addictions, Inc.

POSITION VACANCY NOTICE

Job Title: Entry Level Counselor
Status: Part Time, Non-exempt/Hourly
Location: Various
Shift: Various (could include days, evenings, nights, weekends and/or holidays as specified).

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
- Provide individual and group activities
- Co-facilitate group 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 strive to meet the Proficient Counselor standard.
- 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
- 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
- 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 Qualifications:

- Must have a High School Diploma or GED, College Degree and experience in Substance Abuse, Mental Health, Physical Education and/or Recreation 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 a 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
EOE