

INSTITUTES FOR BEHAVIOR RESOURCES, INC.

JOB DESCRIPTION

Job Title: Certified Addictions Counselor - Alcohol and Drug	Job Code: Grade 14
Center/Program/Dept.: SAC – R.E.A.C.H. Mobile Health Services	Job Status: (SE, SNE, HRLY) Salaried, Exempt
Work Location/Address: 2104 Maryland Avenue, Baltimore, MD 21218	Work Status: (Reg/Temp; FT/PT/OC) Regular, Full-Time
Supervisor: Clinical Director	Work Schedule: (Day/Evening/Weekend; Essential/Non-Essential) Days + some Evening/Weekend Hours; Non-Essential

JOB SUMMARY:

Working under general supervision, is responsible for performing the full range of Addiction Counselor duties by providing counseling, intervention, treatment, and rehabilitation for patients of the R.E.A.C.H. Mobile Health Services Program. Duties include the day-to-day development, implementation and maintenance of treatment planning, maintenance of accurate documentation of patients' participation and progress during treatment in accordance with all regulatory agency standards, and weekly attendance at supervisory meetings and others as required.

ESSENTIAL FUNCTIONS:

Provides individual counseling, group counseling and case management sessions for a caseload of substance abusers, most of whom will be receiving chemotherapy who are deemed to have more complex problems as defined by standard treatment criteria.

1. Assesses new patients with substance abuse disorders in order to gather and interpret information necessary for planning treatment and evaluating patient progress.
2. Develops, implements, and maintains treatment plans for patients and significant others by identifying problem areas, outlining desired treatment outcomes, developing strategies for achieving these outcomes, and setting target dates for identified objectives.
3. Maintains records documenting patients' progress in treatment, medical information, treatment plans, careplans, SAMIS, and discharge plans, in accordance with all regulatory agency standards and research protocols.
4. Provides AIDS awareness and addiction-related education and therapies that teach recovery skills to patients with substance abuse disorders and their significant others.
5. Performs data gathering for the purpose of program development, research, and evaluation in a timely fashion.
6. Initiates and performs follow-up of referrals to facilitate the patient's use of available support systems and community resources, in response to needs identified in clinical evaluation.
7. Makes effective referrals that meet patients' needs and follows up on referrals.
8. Responds to patient non-medical or psychiatric emergencies within one business day.
9. Monitors patients for visible signs of impairment, and conducts substance use detection screenings as randomly required, and as clinically appropriate.
10. Serves as a liaison at the mobile unit/clinic for weekend and weekday coverage, as scheduled.
11. Ensures that federal regulations on privacy, confidentiality, and patient's rights are enforced (42 C.F.R., Part 2, and HIPAA).
12. Attends and participates in weekly Treatment Team and clinical supervision (group and individual) meetings, and seeks assistance from program supervisor(s) and designated team leader(s) as needed.
13. Attends monthly staff meetings and all mandatory trainings established by IBR.
14. Adheres to accepted ethical and behavioral standards of conduct, and attends trainings and formal education as needed to maintain and/or advance credentialing or develop job skills.
15. Performs all duties and tasks in a timely manner and/or in the timeframe specified by supervisor(s) and in Clinical Documentation Requirements to meet the needs of the department and/or patients.
16. Adheres to all IBR and program/departmental policies and procedures, including attendance and safety policies, and supports IBR and program/department mission, goals, and philosophy in all interactions with patients, staff, and other business contacts.
17. Understands safety and security protocols and responds appropriately in emergency situations.

INSTITUTES FOR BEHAVIOR RESOURCES, INC.

18. Maintains a neat and professional work environment and exercises care in the use of facilities, equipment, and materials.
19. Interacts with IBR staff, patients, and other business contacts in an appropriate and professional manner.

NON-ESSENTIAL FUNCTIONS: *(Statements that identify sporadic duties that may be periodically performed.)*

1. Participates in the Continuous Quality Improvement (CQI) program.
2. Serves on the Patient Grievance Team on an as-needed basis.
3. On a back-up basis assists with the patient intake process by conducting screening of applicants and initiating admission procedures for those accepted into the program.
4. All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(List any knowledge, skills, and abilities that are critical to successful job performance.)*

1. Comprehensive knowledge of established diagnostic criteria for substance abuse disorders (DSM-IV, and ASAM PPC-II), drug abuse treatment modalities, and therapeutic intervention techniques.
2. Knowledge of federal, state, local, and agency regulations, policies and procedures governing human subject research, confidentiality, and medication-assisted treatment delivery.
3. Knowledge of support systems and community resources available to patients and their significant others.
4. Excellent verbal and written communication skills, with knowledge of medical terminology as related to substance abuse and dependence.
5. Ability to carry out duties with minimal supervision.
6. Ability to develop and maintain effective and ethical therapeutic relationships with individuals and groups.
7. Ability to recognize signs of patient impairment, and conduct substance use detection screenings.
8. Ability to accurately document information and complete written reports, statistics, and clinical records in a timely fashion.
9. Knowledge of computers, and word processing and data processing software.
10. Ability to work with a culturally diverse population.
11. Ability to satisfactorily pass a criminal background check as required by regulatory agencies.
12. Ability to pass pre-employment drug screen.

EDUCATION AND EXPERIENCE: *(List of minimum required educational degrees, licenses, registrations.)*

1. Current certification in good standing as a Certified Associate Counselor – Alcohol and Drug (CAC-AD) or Certified Supervised Counselor – Alcohol and Drug (CSC-AD) from the Maryland Board of Professional Counselors.

OR

2. Possession of a Bachelor's Degree in a Health or Human Services Counseling field, or a program of studies deemed equivalent by the Board of Professional Counselors;
3. Minimum of three years (2000+ hours) of documented supervised experience in alcohol and drug counseling, two years of which was after award of Bachelor's Degree;
4. Minimum of 20 credit hours in alcohol and drug counselor training, including a 1-credit ethics course.
5. Successfully passed an examination approved by the Board of Professional Counselors.