



*Our Mission -  
To empower women to achieve life changing recovery through proven  
treatment and critical support services.*

**Job Title:** Counselor – LADC/PLADC  
**Reports to:** Clinical Director  
**Job Classification:** Non- Exempt

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**Position Summary:**

Counsel and advise individuals with substance abuse problems, such as alcohol or drug use. May counsel individuals, families, or groups or engage in prevention programs.

**Job Duties:**

- Provides individual, group, and family substance abuse counseling specific to the primary or secondary needs of the client, as assigned or directed by supervisor.
- Uses standard assessment tools to assess clients' current situation including medical, employment/support, drug, and alcohol use/history, legal, family history, family/social relationships, trauma, depression and anxiety symptoms and psychiatric issues and utilizes information for Treatment Plan.
- Develop/prepare materials for, and facilitates, education presentations focusing on substance abuse, women's issues, and life-skills, as assigned.
- Prepare and maintain all required treatment records and reports daily to ensure all clinical files are current and meet CARF and provider regulations and guidelines.
- Works with clients to become involved with family education and family therapy. Contacts family members to encourage attendance at family education sessions held two times per week.
- Responsible for the development and regular update of treatment plans (meeting specific program guidelines) utilizing and documenting client preferences, recording progress notes, preparing discharge summaries, 100% of the time as indicated by client signature of Treatment Plan and noted by counselor in progress notes. Complete all required documentation in a timely and professional manner.
- Responsible for clinical case-management, which includes ongoing contact and coordination with probation, parole, diversion officers, case workers, therapists, family members, and/or any outside source involved with the client, in a manner affecting treatment focus and process.
- Provides crisis intervention, as necessary, and the ongoing assessment of each client's stability, functioning, and chemical usage during treatment.
- Makes appropriate referral throughout the client's treatment based on client need. Directs contact with referral source whenever possible. In preparation for discharge, schedules transition sessions one week in advance if client is transitioning to an internal or external program.
- Utilizes trauma informed assessments and other tools to develop Treatment Plan and reviews plan with client regularly. May conduct drug and alcohol evaluations using standardized assessment



A United Way Agency

tools to determine client's current needs and makes recommendations as to appropriate level of care.

- Participates in all activities deemed necessary by the Clinical Director and/or Administration to accomplish the above outlined duties and responsibilities.
- Participates in regular supervision meetings with Clinical Director.
- Provides after hours on-call clinical services on a rotating basis with other clinical staff. Documents all calls, notifies Clinical Director and Counselor of any serious incidents.
- Provides weekly supervision to provisionally licensed counselors if appropriate and requested.
- Must be ASI and/or CASI certified, and Provider network approved to do vouchers.
- Follows necessary requirements as determined by the State in relation to licensure and/or certification.
- Participates in agency's quality improvement efforts by collecting and reporting client data to appropriate staff for evaluation program outcomes.
- Meets with clients to complete standardized drug and alcohol evaluations; completes required paperwork and prepares reports as assigned by Clinical Director.
- **General Job Duties:**
- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Participates in clinical team staffing, daily or weekly, as designated by caseload and presents each client case.
- Attends and participates in staff training, work teams, and all staff meetings, as directed.
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

**Position Competencies:**

- Verbal communication
- Written Communication
- Organizational Skills

**Education and Experience:**

- High School diploma, GED, or equivalent certification; prefer associate degree for LADC.
- Must be at least 21 years of age.
- First Aid/CPR certified or the ability to be certified.
- Driver’s license and valid insurance required upon hire.

**Physical Requirements:**

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

***St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.***

<b>EMPLOYEE SIGNATURE:</b>	
<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>	

<b>Creation Date: 07/2022</b>
<b>Next Review Date: 07/2023</b>