



JOB DESCRIPTION

Job Title:	Substance Abuse Counselor	Position Code:	198044
Exemption Status:	Non-Exempt	Department:	Program Services
Reports To:	Program Services Administrator	Division:	Residential Treatment
Review Date:	November 2010	Supervises:	None
		Facility:	MCMHTF

Summary

This position provides direct service care to meet the needs of the patients suffering from mental, emotional, and substance abuse issues. The position works with the treatment team to fulfill the interdisciplinary treatment process needed for the patients with a dual diagnosis; works with treatment team to fulfill Role Recovery needs and Recovery Plan within the standards of the facility. The Substance Abuse Counselor assesses patients; develops, organizes, and conducts program activities to provide education and treatment for issues related to substance abuse; and provides group and individualized sessions for patients.

Primary Duties and Responsibilities

- Develops and conducts group and individual substance abuse activities for identified patients.
- Assesses and evaluates patients to determine immediate needs and services, along with the level of care needed.
- Completes and maintains necessary records, reports, etc. in a thoroughly, accurately, and timely manner.
- Evaluates substance abuse counseling and education classes.
- Monitors twelve-step recovery groups.
- Is knowledgeable about care and treatment needs of patients of different ages. Provides individualized care and treatment that is consistent with/sensitive to the age and life span development needs of each patient.
- Demonstrates knowledge of risk management, infection control, fire/disaster procedures, de-escalation of crisis intervention, and environmental safety measures.
- Continues professional development through in-service education, workshops, conferences and self-study necessary to maintain correct knowledge relevant to the position. Works well with all departments and programs to meet the needs of the patients.
- Is sensitive to cultural diversity issues, treats each patient as an individual, and considers the culture of the patients when providing care and treatment.
- Performs other duties as assigned.

Minimum Requirements

- Bachelor's degree from an accredited college or university in a human services related field plus certification as a Texas Certification Board of Addiction Professional.
- Licensed as a Mental Health Counselor in the State of Texas preferred.
- Related certification may be applicable based on management's discretion.

NOTE: Job descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job, but are intended to accurately reflect principal job elements.



- Ability to read and communicate in English.
- High degree of empathetic listening, tact and kindness toward others.
- Ability to communicate well verbally.
- Excellent written and verbal communication.
- Ability to work with computers and the necessary software typically used by the department.

Working Conditions: Encountered on a regular basis as part of the work this job performs.

	NEVER	OCCASIONALLY (0-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
LIFTING OR CARRYING				
1-10 LBS		X		
11-20 LBS		X		
21-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
PUSHING OR PULLING:				
1-40 LBS		X		
41-60 LBS	X			
61 OR MORE LBS	X			
BENDING OR STOOPING		X		
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES	X			
WORKING WITH MACHINERY	X			
CLIMBING		X		
WALKING		X		
STANDING		X		
SITTING			X	
WORKING IN EXTREME TEMPERATURES	X			

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