

Alcohol & Drug Dependency Services

POSTING of CURRENT OPENING

**ALCOHOL & DRUG DEPENDENCY SERVICES
JOB DESCRIPTION**

- Job Title:** Counselor – Outpatient
- FLSA Status:** Exempt
- Qualifications:** Minimum of Associates Degree in Human Services field required; Bachelor's degree in Human Services field preferred. Certification as a Certified Addiction Counselor by the Iowa Board of Substance Abuse Certification. The latter requirement may be waived as long as the employee is making satisfactory progress toward the achievement of certification within two years from the date of employment. Other professional license or certification may substitute for these requirements at the discretion of the Executive Director. Mandatory Reporter certification, Urine Specimen Collection certification, and Breath Alcohol Technician certification required within 6 months of hire.
- Reporting Supervisor:** Counseling Supervisor
- Duties:**
1. Maintain a client caseload in accordance with assigned duties. With each case, the counselor will provide for detailed records which reflect intake procedures, a social history, a comprehensive treatment plan, treatment progress, aftercare, referral, and patient management as set forth by State Licensure Requirements.
 2. Provide for individual therapy, group therapy, crisis intervention, and family therapy according to the needs of cases and as requested by the supervisor.
 3. Identify those needs of the client which are incapable of being satisfactorily met by this organization and make an appropriate referral to an outside organization which can meet those needs if such an organization exists.
 4. Responsible for maintaining confidentiality of all client treatment in accordance with applicable state and federal laws and rules (e.g. 42-CFR-2 for substance abuse clients).
 5. Provide for community awareness/education as requested by the supervisor.
 6. Other duties as assigned.
- Work Environment:** Office setting with minimal exposure to noise or temperature variation.

Effective 7/01/2012

Physical Demands:

Frequent periods of sitting; frequent use of computer monitor requiring visual acuity; occasional lifting, standing, bending.

VALUES:

Ethical

- All my actions, behaviors and decisions will be ethical, legal and in full compliance with all applicable laws and regulations; I will maintain strict confidentiality at all times.

Non-Judgmental

- I will not judge others based on stereotypes or make negative assumptions.

Respectful

- I will be professional, respectful, and courteous in all forms of communication.
- I will listen respectfully to others and work cooperatively for a satisfactory outcome.

Integrity

- I will act with integrity and honesty in all interactions, communications and decisions.

Client-Focused

- I will perform my work with the best interest of our clients at heart.

Heart

- I will perform my job with "*heart*", displaying a positive attitude focused on teamwork to achieve ADDS' MISSION.

MISSION:

To provide high quality treatment, rehabilitation, prevention and education services for persons involved in and/or concerned with substance abuse problems, problem gambling and other behavioral disorders using a Recovery Oriented System of Care.

Employee Signature

Date

Executive Director Signature

Date