



SWLA CENTER FOR HEALTH SERVICES JOB DESCRIPTION

JOB TITLE: Substance Abuse Counselor
DEPARTMENT: Behavioral Health
SUPERVISED BY: MAT Director

SUMMARY:

Substance abuse counselor requires patience, dedication, and a desire to help people in crisis. The job entails providing confidential counseling and support to addicts and their families. Counseling may be in group settings or individual settings with the goal of encouraging a healthy, addiction-free lifestyle for each client. Substance abuse counselors are also expected to work with community services and resources to find ongoing support, safe places to live, jobs, and other support for clients.

EDUCATION, TRAINING AND EXPERIENCE:

- Certified Counselor in Training: 4 years (Required)
- Bachelor's (Required)
- Licensed Addiction Counselor: currently acquiring this license/certification and it will be complete in the next 30 days (Preferred)
- Developing a comprehensive understanding of the causes and effects of drug and alcohol abuse on individuals.
- Be able to assess health risks and client needs.
- Crisis management
- Record keeping. Computer skills
- Conflict Resolution and Negotiations skills are necessary.
- Experience working with drug/recovering addicts
- Listening and Communications Skills.

JOB RESPONSIBILITIES:

- Work with the MAT Director and MAT team to design the Medication Assisted Treatment program (MAT)
- Work with the MAT Director to create and facilitate MAT and other substance abuse groups at all clinic sites
- Community outreach
- Work with the criminal justice system to identify potential candidates for the SWLA MAT and substance abuse programs

- Drug and alcohol counseling and support to individual clients and their families
- Discover the underlying cause of addiction
- Understand and advise addicts and alcoholics on how drugs or alcohol affects special health considerations such as pregnancy, mental health conditions, or chronic health issues like diabetes or high blood pressure
- Stay informed and in touch with community resources and support groups
- Provide information and promotional materials
- Educate family or friend caregivers on how to help addicts stay on track
- Work with other health professionals to create an individual treatment plan
- Evaluate the effectiveness of treatment programs
- Monitor client progress
- Be aware of the signs of recidivism
- Keep detailed notes on patient interaction

Maintain strict confidentiality

PHYSICAL DEMANDS- SEE ATTACHED

PHYSICAL DEMANDS**Based on an average eight (8) hour work day.****FREQUENCY:**Occasional = 1% - 33%
1.0 - 2.5 hrs/dayFrequent = 34% - 66%
2.5 - 5.5 hrs/dayContinuous = 67% - 100%
5.5 - 8 hrs/day

Standing/Walking:	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	
Sitting:	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input checked="" type="checkbox"/>	Continuous	
Pulling/Pushing:	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	up to <u>50</u> lbs.
Bending/Stooping:	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	
Climb/Balance:	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	
Reach:	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	
Lifting :	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	up to <u>25</u> lbs.
Carrying:	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous	up to <u>25</u> lbs.

Manual Dexterity:	Gross Motor Skills	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous
	Fine Motor Skills	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Frequent	<input type="checkbox"/>	Continuous

Use hands in repetitive movements:	<input checked="" type="checkbox"/>	Left	<input checked="" type="checkbox"/>	Right		
Use feet in repetitive movements:	<input type="checkbox"/>	Left	<input type="checkbox"/>	Right		
Vision/Speaking/Hearing:	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Frequent	<input checked="" type="checkbox"/>	Continuous

(Lab personnel must pass the Ishihara's Test for color blindness)

WORKING CONDITIONS:

Daily exposures:

<input type="checkbox"/>	vapors / fumes	<input type="checkbox"/>	moving mechanical parts	<input type="checkbox"/>	needles / syringes
<input checked="" type="checkbox"/>	temperature changes	<input type="checkbox"/>	chemical and biological hazards	<input type="checkbox"/>	patient contact
<input type="checkbox"/>	waste handling	<input checked="" type="checkbox"/>	electrical equipment	<input type="checkbox"/>	blood / body fluids

Use of protective gear:

<input type="checkbox"/>	face shields	<input type="checkbox"/>	gloves	<input type="checkbox"/>	respirators	<input type="checkbox"/>	fluid-resistant coats
<input type="checkbox"/>	ear protection	<input type="checkbox"/>	masks	<input type="checkbox"/>	goggles	<input type="checkbox"/>	other_____

Environment:

<input checked="" type="checkbox"/>	Indoors	<input type="checkbox"/>	Outdoors
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Typical working hours (may be altered due to departmental needs):

<input checked="" type="checkbox"/>	regular hours	<input type="checkbox"/>	irregular hours
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(For reasonable accommodations - notify the Human Resources Director)

MISSION AND CUSTOMER SERVICE:

1. Demonstrate the Mission and acts in ways that advance the best interest of the customers entrusted to our care. Positively represents SWLA Center for Health Services (SWLA) in the workplace and the community.
2. Present a professional image: apparel and appearance are appropriate according to SWLA department dress code.
3. Demonstrate effective communication and listens attentively to customer and promptly acts upon requests with consideration for patient privacy. Keep customer informed about their care and treatment in a comfortable atmosphere.
4. Respect the gifts and talents (the diversity that co-workers bring to their jobs) of each other. Demonstrates effective communication and assists co-workers as necessary.
5. Respect the privacy and confidentiality of the customers we serve, our physicians, co-workers and the community.
6. Practices safe work habits and maintain a safe environment for self, co-workers, patients, and visitors.
7. Work collaboratively to solve problems, improve processes, and develop services. Acts as an advocate for our customers.
8. Complies with organization/department policies and procedures, including but not limited to confidentiality, safety, cooperation/flexibility and attendance.
9. Understands and complies with applicable federal/state laws and Standards of Conduct as related to assigned job duties.
10. Participates in departmental or organizational quality. Continuous performance improvement activity.

I have read and understand my job description.

Employee Signature

Date

Supervisor Signature

Date

Human Resource Signature

Date