

Job Title: Substance Use Counselor

Department: Clinical

Reports To: Clinical Director

Primary Objective: Substance Use Counselors are responsible for assisting chemically dependent persons in overcoming the harmful effects of addiction. This is accomplished by helping the person understand the problems caused by their chemical dependency and or abuse. These professionals typically work with Substance Use diagnosed individuals in a group setting and/or individual counseling/ therapy. This helps the person to share their experiences, receive feedback, develop a support network, and provide case management and other Substance Use rehabilitation services for assigned clients.

Clinical Responsibilities:

1. Complete Initial and Clinical Formulation Assessments.
2. Formulate chemical use diagnoses.
3. Facilitate treatment planning related to Substance Use issues.
4. Facilitate therapy groups on Substance Use related issues.
5. Provide one to one counseling relating to Substance Use issues
6. Present lectures pertaining to Substance Use and related issues.
7. Provide direct services for Substance Use clients.
8. Participate in staff meetings, community meetings and conflict resolution.
9. Provide case-management related to Substance Use issues.
10. Ensure referral to community resources.
11. Facilitate managed care directives, IE, Authorizations, Re-authorizations

Non-Clinical Responsibilities:

1. In an advisory capacity to trainees and interns, provide skill development on counseling techniques; give input to performance assessments to facilitate experiential-based learning.
2. Fulfill staff development requirements as dictated by internal and external licensing agencies.
3. Comply with documentation standards.
4. Coordinate with the Clinical Team rehabilitation activities, i.e., treatment planning, treatment plan reviews, mid treatment reviews, conflict resolution meetings, recreation activities, pass requests etc.

This job description is not intended to be an exhaustive list of all responsibilities, skills or efforts associated with this position. Each responsibility listed is important to the successful performance of this job. The Director of Clinical Operations may assign job-related tasks or special projects in addition to the line items contained in the job description.



Direct Supervision: None

Qualifications: Desired qualifications include a master's degree in social work, nursing, sociology, human services, or psychology, with appropriate licensure, successfully completed three years of supervised work experience as a chemical dependency counselor. Minimum of a bachelor's degree in social work, nursing, sociology, human services, or psychology, successfully completed five years of supervised work experience as a chemical dependency counselor. Must be certified or have an endorsed Development Plan by the Michigan Certification Board of Addiction Professionals (MCBAP) to provide substance use disorders treatment. Minimum of two years freedom from chemical use problems. Must be age 18 or older. Must not have had a felony conviction or have been incarcerated as a result of a felony conviction in the last five years.

Confidentiality: Harbor Hall, has the responsibility to protect clients from any unauthorized invasion of the individual's right to privacy (42CFR Part 2). Additionally, client information is protected health information covered by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must acknowledge your understanding to protect this information and to not disclose any information about any client in this facility to anyone that is not specifically authorized in writing to receive this information.