

## JOB DESCRIPTION – COUNSELOR (Drug and Alcohol)

The counselor will be responsible for providing drug and alcohol treatment services to the residents as directed by the Clinical Director. Duties specific to the Counselor position are:

- a.) Facilitate group and individual counseling sessions.
- b.) Maintain case files in described manner.
- c.) Write social histories, clinical assessments, and develop resident treatment plan(s).
- d.) Monitor resident progress toward goals and objectives as stated in the treatment plan and update the treatment plan(s) as required.
- e.) Serve as a member of the Classification/Case Conference Committee.
- f.) Write monthly progress reports on residents for the referring agency.
- g.) Supervise a caseload identified by the Clinical Director.
- h.) Serve as Facility liaison treatment services with referral agencies.
- i.) Make appropriate aftercare contacts for treatment services.
- j.) Perform other duties as assigned by the Clinical Director.

### Qualifications:

A **Master's Degree or above** from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field which includes a practicum in a health or human service agency, preferably in a drug and alcohol setting, **OR a Bachelor's Degree** from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field and 1 year of clinical experience (a minimum of 1,820 hours) in a health or human service agency, preferably in a drug and alcohol setting, **OR an Associate's Degree** from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field and 2 years of clinical experience (a minimum of 3,640 hours) in a health or human service agency, preferably in a drug and alcohol setting. If a person's experience is not in a drug and alcohol setting, the individual's written training plan shall specifically address a plan to achieve counseling competency in chemical dependency issues.