

## **CERTIFIED ALCOHOL DRUG COUNSELOR – JOB DESCRIPTION**

### **I. IDENTIFICATION:**

EMPLOYEE NAME: \_\_\_\_\_

### **II. POSITION SUMMARY:**

The Certified Alcohol Drug Counselor reports to the Executive Director and under the supervision Executive Director, the Certified Alcohol Drug Counselor is responsible for:

1. Providing assessments of clients/clients and their families
2. Planning and evaluating program needs with Executive Director
3. Providing family education
4. Group counseling
5. Individual counseling
6. Facilitating discharge planning

The Counselor serves as a principal member of the treatment team, communicating family and interdepartmental dynamics. The Counselor collaborates with staff around milieu development and management. The Counselor may also serve on educational and community awareness programs.

### **III. ESSENTIAL FUNCTIONS:**

- Conducts or assists with educational or supportive groups for clients and families. Maintains safety of clients and staff. Maintains ongoing consultation with treatment team. Communicates pertinent client information to team members daily. Shares relevant information with community agencies to facilitate continuity of care. Provides leadership and consultation pertaining to treatment dynamics. Performs other duties as assigned by Executive Director.
- Evaluates effectiveness of SUD interventions provided to clients and families. Leads discussion of client and family responses to these interventions making revisions as needed. Documents evaluations/assessments in the medical record.
- Demonstrates a commitment to a high level of professional performance through the balance of client care, organizational and personal responsibilities. Arranges and organizes work schedule according to needs of clients and organization.
- Assists with identifying family and social functioning. Completes psychosocial assessments within the established guidelines for assigned clients and program.
- Utilizes assessment skills to identify the needs, goals, and readiness for group and family therapies and appropriate aftercare plans. Assesses client response to group dynamics considering individual needs. Assesses individual family member's responses to system dynamics and therapeutic interventions. Contacts referral sources, human service personnel and social service agencies connected with client (with written consent for release of information). All interactions are appropriate for the age of the client being served.
- Plans for implementation of group and family education. Adjusts group structure, composition, and leadership style based upon assessment data. Develops a strategy for family education based on assessment data. Contributes to discharge plans or recommendations including plans for aftercare.

- Plans for discharge and aftercare including contact with outpatient therapists, sober livings, residential facilities, and other appropriate social services. Documents and communicates discharge planning needs and activities with interdisciplinary team.
- Provides therapeutic activities when scheduled. Maintains a safe environment while encouraging group cohesiveness and individual participation. Provides family education as indicated by assessments and orders. Maintains a safe environment encouraging individual participation.
- Provides opportunities for learning and change. Implements discharge and aftercare plans. Follows through with actualization of discharge plans including written or verbal communication, site visits, etc. Provides evaluative data regarding effectiveness of discharge and aftercare plans where applicable. Responds to psychiatric and/or medical emergencies.
- In collaboration with the treatment team ensures implementation of standards which promote maintenance of client rights, including, but no limited to:
  1. Special client rights as applicable to mental health services.
  2. Identification and reporting of any suspected client abuse.
  3. Informed consent.
  4. Clarification of client expectations.
  5. Explanation of treatment processes.
  6. Maintenance all HIPAA standards.
  7. Adaptation of care to all ages of clients served.
  8. Ethical considerations.
  9. Understanding of client complaints policies (prefer to Executive Director and/or Administrative Team).
- Maintains own professional growth through the utilization of professional organizations, seminars, inservice programs, and other self-directed learning activities. Maintains awareness of current Aspire developments and trends in the provision of substance use disorder services as applicable to position responsibilities. Determines appropriate priorities for activities based on work demands. Maintains awareness of current Aspire operational policies and procedures, which impact on position relationships. Ensures that problems/concerns regarding activities in the treatment center are communicated with the Executive Director. Participates in ongoing performance improvement activities within the facility as assigned. Actively participates in staff meetings with a focus on providing input regarding improving the quality of client care services in the facility.

IV. **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Certification by a DHCS approved entity (CCAPP, CAADE, CADTP).
- Minimum of two years' experience in clinical setting preferred, which may include field practicums.

V. **PHYSICAL DEMANDS:**

- a. Physical Activity - Exerting up to 35 pounds of force occasionally and/or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.
- b. Working Hazards or Risks - Potential exposure to infectious processes during client interactions.
- c. OSHA Blood Borne Risk Category I.



**VI. TRAINING:**

- a. CPR
- b. 1<sup>st</sup> Aid
- c. Crisis prevention training
- d. Harassment training
- e. Training courses as assigned

I have received a copy of this Position Description and its contents have been reviewed with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date