



St. Joseph's Rehabilitation Center, Inc.

159 Glenwood Drive
P.O. Box 470, Saranac Lake, NY 12983
(518) 891-3950

COUNSELOR IN TRAINING

Department: Clinical Services **Level:** **Status:** **CFR:**

Supervisor: Senior Counselor **Supervises:** None

Shift: Monday-Friday 8:00AM-4:30PM

Position Summary: Under the direct supervision of a Qualified Health Professional, functions as a primary counselor responsible for the effective case management of an appropriate caseload.

Education and Training: Minimum requirement of an Associates Degree in Human Services or related field. Bachelors or Masters degree preferred. Hold CASAC Trainee (Alcoholism and Substance Abuse Counselor) certification as per NYS Office of Alcoholism and Substance Abuse Services (OASAS), as per regulations. Committed to obtaining QHP status according to area of discipline and per OASAS regulations. First Aid and CPR certification required.

Experience and Work Knowledge : Knowledge of modern principles and practices of chemical dependency programs and treatment services.

Physical Demands: No extraordinary physical demands required.

Essential Duties:

1. Develop and maintain therapeutic relationship with clients.
2. Actively participate in clinical supervision.
3. Function as a supportive multi-disciplinary team member.
4. Support client retention initiatives.
5. Facilitate didactic lectures related to chemical dependency.
6. Facilitate and document morning group therapy sessions.
7. Complete thorough admission procedure for clients.
8. Complete accurate and thorough Clinical Summaries and Diagnostic Impressions.
9. Develop client-centered, behaviorally-oriented Master Treatment Plans.
10. Discuss viable and appropriate aftercare planning with clients throughout treatment.
11. Secure appropriate recovery environment for clients upon discharge from program.
12. Provide weekly Individual Sessions for a clients a minimum of 50 minutes in duration.
13. Document weekly treatment plan review and progress notes, clearly identifying treatment received and progress demonstrated.
14. Develop Aftercare Plans that accurately reflect client progress.
15. Create Discharge Summaries that accurately reflect client progress and rationale for discharge.
16. Complete accurate documentation of case management and counseling responsibilities (individual and supplemental notes).

17. Adhere to documentation time frames.
18. Communicate in an objective manner with colleagues regarding client concerns, either in verbal or written (e-mail/clinical log) form.
19. Demonstrate consistent improvement of counseling skills and techniques.
20. Display professional image, appearance and behavior reflective of SJRC Mission, policies and procedures.
21. Provide weekend and holiday coverage.
22. Conduct follow-up calls for SJRC Outcome Study.
23. Actively pursue CASAC Trainee and/or upper level QHP credential.
24. Maintain continued professional education.
25. Assure compliance with state, federal, CARF standards/regulations and SJRC policies and procedures.
26. Actively participate in meetings, committees and quality assurance activities.
27. Perform other duties as assigned by Senior Counselor.

Specific Weekend Shift Responsibilities:

Saturday 8:00AM-4:00PM

1. Assist with monitoring residents who self-administer prescription medication.
2. Assist with insuring coverage of foyer area and answering phones.
3. Monitor dining room during lunch.
4. Facilitate feedback session or other morning lecture as assigned.
5. Monitor and provide instruction to residents leaving for town trip.
6. Conduct frequent observational rounds of facility throughout shift.
7. Provide conflict resolution support for and between clients.
8. Provide support and counseling to clients other than assigned caseload.
9. Respond to emergency situations in accordance with SJRC policy and procedure.
10. Communicate pertinent clinical information to other staff through documentation on the Clinical Log.
11. Facilitate weekend Family Sessions Processing Group.

SPECIAL REQUIREMENTS:

1. Foster the mission of SJRC through commitment to quality, facilitating and coordinating effective working relationships within the organization, and with all externally who have contact with SJRC.
2. Demonstrate respect and dignity to clients and staff.
3. Adhere to SJRC policies and procedures related to Counselor-Client Relationships.
4. Safeguard confidential information.
5. Adhere to SJRC Code of Ethics, Confidentiality and all applicable policies and procedures.
6. Handle sensitive and challenging situations with tact and discretion.
7. Share responsibility as a team member in developing and maintaining a supportive work environment.
8. Effective communication in written and verbal form.
9. Recognize and demonstrate appreciation for the unique gifts of others in the work environment.
10. Demonstrate computer literacy or participate in training in order to be productive in a computer-based organization.