



St. Joseph's Rehabilitation Center, Inc.

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

ALCOHOLISM COUNSELOR

DEPARTMENT: Clinical Services **LEVEL:** **STATUS:** **CFR:**

SUPERVISOR: Senior Counselor **SUPERVISES:** None

SHIFT: Sunday - Thursday 3-11 pm

POSITION SUMMARY: Functions as a primary counselor responsible for the effective management of 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 relationships with clients.
2. Actively participate in clinical supervision.
3. Function as a supportive multi-disciplinary team member.
4. Support client retention initiatives.
5. Complete thorough admission procedures for clients.
6. Complete accurate and thorough Clinical Summaries and Diagnostic Impressions.
7. Develop client centered behaviorally-oriented Master Treatment Plans.
8. Discuss viable and appropriate aftercare planning with clients throughout treatment.
9. Secure appropriate recovery environment for clients upon discharge from program.
10. Provide weekly Individual Sessions for clients, a minimum of 50 minutes in duration.
11. Document weekly Treatment Plan Review and Progress notes, clearly identifying treatment received and progress demonstrated.
12. Develop Aftercare Plans that accurately reflect client progress.
13. Create Discharge Summaries that accurately reflect client progress and rationale for discharge.
14. Adhere to documentation time frames.
15. Accurate documentation of case management and counseling responsibilities (Individual and Supplemental notes).
16. Communicate in an objective manner with colleagues regarding client concerns, either in verbal or written form.
17. Demonstrate consistent improvement of counseling skills and techniques.
18. Display professional image, appearance and behavior reflective of SJRC Mission, policies and procedures.

19. Assist with holiday coverage.
20. Actively pursue CASAC Trainee and/or upper level QHP credential.
21. Maintain continued professional education.
22. Assure compliance with state, federal, CARF standards/regulations and SJRC policies and procedures.
23. Actively participate in meetings, committees and quality assurance activities.
24. Conduct follow-up calls for SJRC Outcome Study.
26. Perform all other duties as may be assigned by Senior Counselor.

SPECIFIC SHIFT RESPONSIBILITIES:

1. Conduct frequent observational rounds throughout the facility.
2. Consistent documentation of entries on Clinical Log to assure communication of pertinent clinical information between shifts.
3. Assist with the coverage of evening shift program activities.
4. Monitor client schedules.
5. Initiate conflict resolution sessions between clients.
6. Provide support and counseling sessions to clients other than assigned caseload as needed.
7. Monitor dining room during dinner.
8. Conduct program Orientation Session for new clients as instructed by supervisor.
9. Actively participate in 3-11 shift supervision and team building sessions facilitated by 3-11 shift supervisor.
10. Initiate phone calls with clients as requested by primary counselors.
11. Initiate phone calls with clients for the purpose of inviting family members to Family Services Sessions, as requested by family counselors.
12. Respond accordingly to emergency situation as per SJRC policy and procedure.
13. Monitor House Social meetings as directed.
14. Facilitate psycho-educational groups for Women's Evening Programming.

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.