



St. Joseph's Rehabilitation Center, Inc.

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

SENIOR COUNSELOR

DEPARTMENT: Clinical Services **LEVEL:** 11 **STATUS:** Exempt **CFR:** 342

SUPERVISOR: Inpatient Services Director
SUPERVISES: Credentialed Alcohol and Substance Abuse Counselors,
CASAC Trainees and Associate Counselors

POSITION SUMMARY: Responsible for providing clinical supervision to assigned staff and implementation of modern principles, practices and techniques of chemical dependency treatment.

EDUCATION AND TRAINING: Bachelor's Degree in Human Services or related field and a NYS Qualified Health Professional with two years of experience in addiction treatment. CSW, Psychiatric Nurse or Psychologist preferred with training and experience in chemical dependency treatment. Must be computer literate.

PHYSICAL DEMANDS: No extraordinary physical demands required.

ESSENTIAL DUTIES:

1. Provide and document regularly scheduled clinical supervision to assigned staff, including appropriate documentation of supervision notes and completion of Annual Performance Reviews on a timely basis.
2. Assure coverage of regularly scheduled treatment services in the absence of staff.
3. Train and orient new staff.
4. Assist with facilitation of Monthly House Meetings.
5. Assure that all primary case management responsibilities are my by supervised staff.
6. Provide problem solving/intervention for clients on an as-needed basis.
7. Share responsibility with other senior staff for weekend on-call coverage.
8. Coordinate discharge process for clients with unsuccessful completions.
9. Assure and monitor communication between shifts.
10. Complete Utilization Review Assessment for assigned clients according to OASAS LOCADTR.

11. Conduct weekly staff meetings, case studies, treatment team review meetings and in-service training as needed.
12. Assure compliance with State, Federal, CARF standards/regulations and SJRC policies and procedures.
13. Serve as a member of the Clinical Staff Organization and maintain Clinical Privileges in good standing.
14. Supervise Residents' Committee.
15. Maintain continued professional education.
16. Actively participate in meetings, committees and quality assurance activities.
17. Conduct didactic lectures related to chemical dependency.
18. Conduct individual counseling and case management as needed.
19. Maintain current NYS license(s) and/or credentials as appropriate.
20. Perform other duties as may be assigned by the Inpatient Services Director.

SPECIAL REQUIREMENTS:

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