



St. Joseph's Rehabilitation Center, Inc.

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

ALCOHOLISM COUNSELOR - OUTPATIENT

DEPARTMENT: Outpatient **LEVEL:** **STATUS:** Non-Exempt **CFR:** 303

SUPERVISOR: Site Supervisor **SUPERVISES:** None

POSITION SUMMARY: The Counselor is responsible for assessment, case management, treatment and individual and group counseling for clients and significant others.

EDUCATION AND TRAINING: High School graduate or equivalent and a NYS Qualified Health Professional. LCSW, LMHC, or RN . Must be CPR certified.

EXPERIENCE AND WORK KNOWLEDGE: 2 years specific work experience in the alcoholism field. Demonstrated knowledge of substance abuse, counseling and therapeutic techniques as related to alcoholism treatment. Ability to communicate as necessary to perform job duties.

PHYSICAL DEMANDS: No extraordinary physical demands required.

ESSENTIAL DUTIES:

1. Conduct emergency assessments.
2. Conduct and interpret comprehensive biopsychosocial assessments.
3. Develop measurable treatment plans based on initial and ongoing assessment.
4. Initiate weekly progress notes and treatment plan review notes that clearly documents all treatment received.
5. Conduct open-ended focused Small Group Therapy.
6. Conduct Individual Chemical Dependency counseling including conjoint sessions with significant others.
7. Develop comprehensive aftercare plan.
8. Develop comprehensive discharge summaries.
9. Actively participates in meetings, committees and quality assurance activities.
10. Responsible for additional duties as may be assigned by Site Supervisor.
11. Provide medical assessments in accordance with OASAS Regulations.

12. Act as health coordinator to insure the provision of educational services as required by OASAS.
13. Assess clients who may be at risk of withdrawal.

SPECIAL REQUIREMENTS:

1. Fosters the mission of SJRC through commitment to quality, facilitating and coordinating effective working relationship within the organization and with all externally who have contact with SJRC, and demonstrating respect and dignity to clients and staff.
2. Is trustworthy in safeguarding confidential information.
3. Adheres to SJRC's Code of Ethics, Confidentiality and all applicable policies and procedures.
4. Ability to handle sensitive and challenging situations with tact and discretion.
5. Ability to be supportive in a team effort.
6. Ability to communicate effectively verbally and in writing.
7. Maintains current NYS license(s) and/or credentials as appropriate.