

## Position Description: Alcohol and Drug Counselor

### **SUMMARY**

The Alcohol and Drug Counselor is responsible for providing ongoing assessment, treatment planning, individual and group counseling sessions, individual and group recovery education, treatment plan reviews, continuing care planning, written documentation and working with the treatment director and mental health professional to facilitate client care. All services are to be provided according to regulations established by Minnesota Rule 31 and the Minnesota Board of Behavioral Health and Therapy.

### **QUALIFICATIONS**

**Education:** Minimum of an Associate degree in Alcohol and Drug Counseling or related field. Must have completed 12 contact hours in Co-Occurring Disorders.

**Preferred:** Master Degree in Alcohol and Drug Counseling, Psychology, Marriage & Family Therapy, Social Work and/or related field.

**Experience:** At least two years' experience providing alcohol and drug counseling services to persons with co-occurring disorders.

**Preferred:** Knowledge, experience and/or expertise with adults and their families.

**License:** Must be Licensed by the Minnesota Board of Behavioral Health and Therapy as an Alcohol and Drug Counselor (LADC) or Alcohol and Drug Counselor – Trainee (ADC-T)

### **Primary Responsibilities**

32. Complete Comprehensive Assessment and Comprehensive Assessment Summary according to standards stipulated by Minnesota Rule 31.
33. Complete GAIN-SS with all clients on admission.
34. Complete an Initial Services Plan with all clients in caseload according to standards stipulated by Minnesota Rule 31.
35. Involve the client in the development of individualized treatment plan.
36. Assess clients for potential vulnerabilities using criteria stipulated in the Program Abuse Prevention Plan.
37. Develop Individual Abuse Prevention Plans for Vulnerable Adults as needed.
38. Review and update Individual Abuse Prevention Plans weekly or as needed.
39. Develop comprehensive individualized treatment plans with specific and measurable goals, objectives and interventions for each client within 5 sessions.
40. Update and revise treatment plans in consultation with the client every 7 days or more frequently, as needed. Treatment plans are to be developed and updated according to standards stipulated by Minnesota Rule 31.
41. Meet individually with each client in the caseload at least once each week.
42. Provide legible, written documentation of client participation and progress in the client record.
43. Enter progress notes in a client's file weekly or immediately following any significant event.
44. Facilitate group chemical dependency counseling and education as directed by the

- Treatment Director.
45. Involve the client in the development and implementation of a viable, individualized continuing care plan.
  46. Communicate on a regular and timely basis with the Treatment Director and Mental Health Professional.
  47. Complete written consultation requests for mental health and/or psychiatric services as appropriate.
  48. Consult with consulting mental health professional as needed regarding clients with co-occurring disorders.
  49. Assist concerned persons (family members, friends) with resources for sober support during and following treatment as needed or requested.
  50. Contact referents (if an appropriate consent for release of information is in place) within the first three days of admission and weekly thereafter, to provide progress updates and consultation regarding continuing care planning.
  51. Report unsafe conditions to the Treatment Director.
  52. Interact with clients and other staff in ethically and legally appropriate manner.
  53. Continue professional development in Substance Use Disorders and Co-Occurring Disorders. Provide documentation of these activities to Treatment Director.
  54. Attend mandatory in-services.
  55. Assist in orientation of new employees and interns.
  56. Work within recognized Code of Ethics for Alcohol and Drug Counselors as stated by the National Association for Alcohol and Drug Counselors (NAADAC).
  57. Demonstrate a professional attitude and support the objectives of the program's business development/marketing and guest relations philosophy through internal and external communications and interactions with co-workers, clients, family members, visitors, community and referral sources.
  58. Complete other duties as assigned by the Treatment Director.

#### **Specific Standards for the Care of Adult Clients Ages 18 through 64:**

5. Utilize assessment information from multiple sources (client, family, referents, and mental health professionals) in the treatment planning process.
6. Identify specific client behaviors and set appropriate limits in clear and concise language.
7. Maintain knowledge of current program expectations, policies and procedures.
8. Utilize theoretical concepts to guide the effective practice of adult care.

#### **Specific Standards for the Care of Clients with Co-Occurring Disorders:**

6. Assess reciprocal relationship between chemical dependency and mental illness.
7. Consult with Licensed Mental Health Professionals regarding the mental health needs of individual clients, appropriate interventions and treatment planning. Document each consultation in the client's chart.
8. Collaborate with the Treatment Director and Mental Health Professional in treatment and continuing care planning.
9. Utilize clinical supervision appropriately, maintaining awareness of personal and professional boundaries in the therapeutic relationship.
10. Be familiar with and assist clients in following program expectations as outlined in the Client Handbook.

#### **Additional Standards**

6. Follow all program personnel policies and procedures.

7. Attend mandatory program in-services and staff development activities as scheduled.
8. Comply with Recovering Hope expectations concerning conduct, dress, attendance and punctuality.
9. Support program-wide quality/performance improvement goals and objectives.
10. Maintain confidentiality of program employees and client information.

**Note: The essential job functions of this position are not limited to the duties listed above**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

This section describes the basic knowledge, skills and attitudes for this position.

18. Knowledge of applicable state and federal law regarding confidentiality of alcohol and drug treatment records and HIV testing/status including 42 CFR, Part 2; and HIPAA.
19. Knowledge of Co-Occurring Disorders and Substance Use Disorders.
20. Knowledge of appropriate treatment modalities for Co-Occurring Disorders and Substance Use Disorders.
21. Knowledge of Diagnostic and Statistical Manual V (DSM-V) Diagnostic Criteria for substance use disorders.
22. Knowledge of cognitive-behavioral treatment planning approaches and protocols appropriate for treatment of substance use disorders.
23. Proficient in time management, that is, ability to organize and prioritize work tasks to meet program needs and expectations.
24. Demonstrate appropriate telephone etiquette.
25. Manage telephone, voice mail and email messages appropriately.
26. Effective oral and written communication skills.
27. Demonstrate capacity for effective and courteous communication with clients, family members, referents and co-workers.
28. Know and follow safety policies and procedures.
29. Demonstrate knowledge of state and federal statutes regarding confidentiality of client information.
30. Demonstrate ability to work as a member of the treatment team.
31. Willing to accept direction and follow policies and procedures.
32. Demonstrate flexibility and willingness to adapt to a shifting clinical milieu.
33. Demonstrate ability to work in a fast-paced environment.
34. Demonstrate ability to react calmly and effectively in emergency situations.

### **PHYSICAL DEMANDS**

This section describes physical demands of this position. These demands may be reviewed and modified according to Americans with Disabilities Act (ADA), if needed.

12. Ability to sit for up to two hours without interruption.
13. Ability to use a computer keyboard and mouse.
14. Ability to climb or descend multiple flights of stairs.
15. Ability to occasionally carry and/or lift a maximum of 10 pounds.
16. Ability to reach above shoulder height.
17. Ability to frequently push or pull doors.
18. Ability to speak clearly and hear human speech at normal volume.
19. Ability to use at least one hand for manipulation and grasping of objects, such as telephones, pens, papers, etc.
20. Ability to be outside in temperatures ranging from 30 F to 100 F, occasionally.
21. Ability to endure repetitive tasks and a brisk work pace.

22. Ability to follow policies, procedures, plans, and program manuals.

**MACHINES, TOOLS, EQUIPMENT, AND OTHER WORK AIDES:**

This section describes those machines, tools, and equipment an employee must be able to use.

- 5. Telephone, FAX machine, Copier and Printer.
- 6. Computer keyboard and mouse.
- 7. Knowledge of Microsoft Word, Outlook and Excel.
- 8. Policies, procedures, plans, programs and manuals.

**EMPLOYEE ACKNOWLEDGMENT:**

I have received a copy of the position description. I have read and understand the contents. I attest that I am qualified to perform the job duties described in this document.

Employee Name	Signature	Date
Supervisor	Signature	Date