

JOB DESCRIPTION

Title: Adolescent Substance Use Counselor (LADC)	Division/Department: DRP
Department: Dual Recovery Program	FLSA (Fair Labor Standard Act) Status: Salary
Reports To: Director of Dual Recovery	Employment Status: FT

SUMMARY

Each client admitted to the Dual Recovery Program is assigned a Substance Use Counselor for the purpose of serving as a treatment team liaison. The Adolescent Substance Use Counselor takes the responsibility for coordinating the following: assessment and identification of client's needs; counseling of the adolescent and their family, facilitation of adolescent groups, coordination of the development of the treatment plan; and facilitation of the discharge planning process. In addition, the Adolescent Substance Use Counselor serves as the client's guide, confidant, advisor and advocate and assists the client in identifying problems that need to be addressed.

PRIMARY RESPONSIBILITIES

To ensure that each client has a Substance Use Counselor that is responsible for client's treatment process as well as serving client with consultation and guidance throughout treatment.

Procedure:

- A. The Substance Use Counselor will serve as primary counselor for Dual Recovery Program clients.
- B. The Substance Use Counselor is responsible to provide the following services directly or in cooperation with other staff members and to ensure that the services are provided by another staff member. At times when the Substance Use Counselor is gone another staff member will be designated as the Substance Use Counselor.
 1. Review the comprehensive assessment in order to fully understand the client and define those problems particular to the client.
 2. Meet with the client's family and/or significant others as appropriate. Educate and offer suggestions for how they best can support the client's recovery program. Make referrals to community resources as needs are assessed.
 3. Coordinate the development of Individualized Treatment Plans including identification of problems, objectives and treatment methods with the client.
 4. Documentation of regular Progress Notes to reflect progress in achieving treatment objectives.
 5. Facilitate communication with the team regarding the client by presenting the case history and treatment plan at Clinical Staffing.
 6. Supervise and monitor the completion of treatment plan assignments for the client.

7. Serve as the primary group therapy facilitator.
8. Meet with the client for individual counseling and treatment plan assessment in including providing education to clients and to promote a recovering lifestyle.
9. Update treatment plan according to client's treatment progress and needs throughout the treatment process and document in treatment plan section in client's chart.
10. Coordinate, facilitate communication for the client with attorneys, probation officers, mental health providers, etc. and document all communication in client file.
11. Refer client to appropriate resources for support after discharge from the program.
12. Facilitate development of a comprehensive Discharge Plan for the client and the family.
13. Discharge Plans need to be completed within five (5) days of discharge from the program.

SECONDARY RESPONSIBILITIES

Performs miscellaneous projects and completes various tasks as requested by management.

JOB SPECIFICATIONS

Education, Experience and Credentials

Licensed Alcohol and Drug Counselor (LADC)

Meets requirements to provide substance use counseling to adolescents according to 245G.18.

- (Successfully completed 30 hours of classroom instruction or one three-credit semester college course in adolescent development and at least 150 hours of supervised experience as an adolescent counselor, either as a student or as a staff member).

Level of Access for Electronic Protected Health Information

Clinical Staff

Knowledge, Skills and Abilities

- Excellent interpersonal communication skills and relationship skills to effectively work with a variety of people and personalities, including developing relationships with vendors and staff.
- Ability to plan, prioritize, coordinate, and manage own work.
- Possess effective verbal communication skills to answer telephone professionally and to communicate clearly with clients and staff in person.
- Possess effective writing skills to communicate professionally to people inside and outside the organization.

- Works as an effective and proactive team-player; understands the importance of supporting the office, clients and co-workers.
- Understands confidential nature of organization information and maintains confidences.
- Ability to ensure accuracy and privacy of medical records.
- Possess effective computer and technology skills to complete tasks in the EMR system and other programs.

PHYSICAL REQUIREMENTS

Incumbent, with or without a reasonable accommodation, must be able to effectively:

- Communicate and exchange information by telephone and in person with individuals inside and out of the facility.
- Must be able to remain in a stationary position for extended periods of time.
- Constantly operate a computer, calculator, copy machine and other productivity machinery including printers and postage machine.
- Ability to detect, determine, perceive, identify, recognize, observe, estimate and assess schedules and information.
- Must be able to move around the office area repeatedly throughout the day.

TOOLS AND EQUIPMENT USED

Incumbent must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, and other office equipment

WORK ENVIRONMENT

Duties are performed indoors in an office setting.