



## POSITION DESCRIPTION

<b>TITLE:</b>	Substance Abuse Counselor	<b>DEPARTMENT</b>	Medical/Clinical/BH
<b>REPORTS TO:</b>	Director of Programs and Evaluation	<b>JOB CODE</b>	
<b>STATUS:</b>	Full-Time Exempt	<b>DATE</b>	September 2017

---

### SUMMARY

As a part of a multidisciplinary treatment team, the role of the Substance Abuse Counselor is to assist opioid addicted clients in identifying, maximizing, and relating their strengths to appropriate social, education, and occupational goals. It is the responsibility of the Counselor to undertake assessments, monitor, plan, and link the patient to appropriate medical and support services. Additionally, the Counselor will help patients prepare to adjust to drug free existence and to offer assistance in addressing and coping with problematic issues. The Counselor reports to the Director of Programs and Evaluation for provision of services. The Counselor will perform duties within the scope of their license or certification.

---

### ESSENTIAL RESPONSIBILITIES

To perform effectively in this position, the incumbent must have:

- Complete appropriate patient assessments to identify level of services needed
  - Provide appropriate referrals, following up on all referrals and interventions to ensure that client has access to designated services
  - Provide individual or group counseling sessions as related to treatment plan
  - Work in collaboration with behavioral health and primary care providers on treatment plan and goals
  - Maintain accurate and up to date information in each client's chart within the EMR system
  - Provide crisis intervention support to clients when appropriate.
  - Work in collaboration with Quality Improvement Department to identify areas to improve patient care
  - Other duties as assigned
- 

### KNOWLEDGE AND SKILLS

To perform effectively in this position, the incumbent must have:

- Certification as a Substance Abuse Counselor
- Proven working experience as a substance abuse counselor
- Bilingual with ability to provide services in English and Spanish
- Expertise in counseling and case management principles
- Excellent organizational and time management skills
- Ability to work effectively with team
- Experience with electronic medical records
- Effective organizational skills and the ability to handle multiple activities with changing priorities simultaneously.
- Good oral/written communication, the ability to effectively listen, and interpersonal and good oral presentation skills with small and large groups
- Ability to work effectively with people of diverse cultures, ages and economic backgrounds.

2018 Substance Abuse Counselor

---

## **EDUCATION AND EXPERIENCE**

Typically, these skills are the result of completion of a combination of education and experience equivalent to completion of a Bachelor's degree preferred (social science such as psychology, social work, sociology) or high school diploma and at least two years' experience

- Bachelor's degree in behavioral health (e.g, psychology or social work)
- Certified as a Substance Abuse Counselor - CADCA, CATCI, CAODC,
- 2- years of professional experience substance abuse counselor or case manager

---

## **SUPERVISORY RESPONSIBILITY**

The incumbent in this position does not have supervisory responsibility. However, he or she may be expected to provide leadership and instruction to volunteers and/or less experienced staff.

---

## **SERVICE VALUES**

All employees are expected to provide the very highest level of service to Clinic patients and their families. In addition, their work ethic is expected to reflect the Islamic values and moral principles that inspired its founders. These include the core values that are universally shared and revered by society at large:

Service  
Compassion  
Human Dignity  
Social Justice  
Ethical Conduct

## **ENVIRONMENT**

**The environment for this position is medical clinic that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the incumbent may travel via personal vehicle or public transportation throughout the community.**

---

## **PHYSICAL ACTIVITY**

**In the course of performing this work, the incumbent:**

- Will spend substantial time standing, sitting, speaking and listening
- Must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds
- May travel via personal vehicle or public transportation to other facilities throughout Los Angeles

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

---

## **PHYSICAL DEMANDS**

**Strength**

Standing	
Walking	
Sitting	
Lifting	10-25
Lb.	
Carrying	10-25
Lb..	
Pushing	
lb.	

**Reaching**

Handling	
Keyboarding	
Throwing	
Eye-Hand Coordination	
Foot-Hand-Eye Coordination	
Other _____	

<u>Key</u>	
C	– Constant
F	– Frequently
O	– Occasionally
R	– Rarely
N	– Never

**Climbing**

Stairs	
Ladders	
Balancing	
Other	
_____	

R
N
N

**Hearing**

Ordinary	
Other _____	

C

**Stooping**

Kneeling	
Crouching	
Crawling	
Turning/Twisting	
Bending at Waist	
Other	
_____	

R
R
N
N
R

**Seeing**

Acuity - Near	
Acuity - Far	
Depth Perception	
Color Vision	
Field of Vision	
Other _____	

C
C
C
C
C

**QUALIFICATIONS/POSITION REQUIREMENTS**

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. Additional requirements include: 1) knowledge of electronic medical records; 2) knowledge of community and community resources; 3) ability to pass background check; 4) valid California State Driver's License; 5) TB Clearance; 6) flexibility to work overtime, holidays and weekends; 7) local travel required.

**Required Education:**

Typically, these skills are the result of completion of a combination of education and experience equivalent to completion of a Bachelor's degree preferred (social science such as psychology, social work, sociology) or high school diploma and at least two years' experience as a case manager care coordinator or systems navigator in an underserved community.

**EQUIPMENT & SOFTWARE OPERATION**

The incumbent in this position may operate any/all of the following equipment:

- Telephone, cell phone, fax
- Computer, printer and related equipment
- Copy machine
- Personal automobile

Computer software may include any or all of the following:

- Microsoft Office
- Internet Explorer

---

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my supervisor may change the description at any time, according to Clinic needs.

Signed:	Date:
---------	-------

Cc: Employee's File  
Supervisor