JOB DESCRIPTION

POSITION: SUBSTANCE ABUSE COUNSELOR - LICENSED CLINICAL SOCIAL WORKER (LCSW)

DEPARTMENT: Medical Unit

STATUS: Full-Time, Exempt

Position Summary:
Under the direction of the Chief Medical Officer and Chief Operations Officer, the Substance Abuse Counselor LCSW will also provide mental health services to T.H.E. Clinic Inc. -patients. The Substance Abuse Counselor LCSW will assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. In addition, the Substance Abuse Counselor LCSW will participate in the multi-disciplinarian teams for specialty care (e.g. obstetrics, diabetics and hypertensive patients and HIV).

Essential Duties and Responsibilities:

- Facilitates in educational activities in health centers to improve knowledge of substance abuse and behavioral health related areas.
- Monitors and documents client/patient progress in substance abuse/behavioral health recovery.
- Counsels patients/clients regarding community resources such as housing and/or employment or treatment services available to help prevent or cope with relapses.
- Counsels patients/clients to prevent relapses by assisting them in recognizing causal factors of substance abuse/behavioral illness and in developing appropriate coping behaviors.
- Participates with the treatment team of clinicians and release planners in developing, implementing, and evaluating treatment or therapy approaches for patients/clients, family members, and significant others in all phases of comprehensive substance abuse and/or behavioral health treatment programs.
- Conducts interviews of clients/patients and assessments to obtain family, social, medical, work, and mental health histories.
- Perform clinical assessment using bio-psycho-social format on referred patients.
- Provide professional counseling and guidance to patients.
- Refer patients to other appropriate resources for support and treatment.
- Follow-up and act as liaison person to ensure highest quality of services are provided to patients.
- Document and lock progress notes within the electronic health record within 24-48 hours of patient encounter.
- Participate in multi-disciplinarian teams for case management
- Make community/ staff presentations, and perform outreach/marketing activities as needed.
- Attend monthly medical staff meetings
- Complete adult assessments regarding behavioral health patients as required by funding sources
- Attend monthly meetings and submit monthly reports regarding behavioral health as required by funding sources
- Work with CEO to develop a model for the Empowering Leadership in Local Communities and provide oversight
- Assist and collaborate with other departments as necessary.
• Other duties as assigned.

**Education and/or Experience Requirements:**

1. One year of experience in a substance abuse program with experience providing physical assessment of patients, counseling of individuals, families and groups, and documentation.
2. One year of interviewing and participating in the development of therapy and treatments as it relates to substance abuse.
3. Must possess a Master’s degree in Clinical Social Work (LCSW), with significant course work in substance abuse treatment.
4. Registration or certification as an alcohol and drug counselor in California by The California Consortium of Addiction Program and Professionals (CCAPP).
5. Excellent communication (oral and written) and interpersonal skills.
6. A valid California Driver’s license, and access to insured automobile.
7. Flexible, mature individual who is capable of decision making and problem solving.
8. Ability to work with all levels of management.
9. Ability to work effectively and collaboratively.
10. Advanced computer skills, including word processing, spreadsheet, email, etc. Experience using electronic health records preferred.
11. Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
12. Excellent organizational skills
13. Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
14. Bilingual in Spanish preferred

**Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk, listen or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.