

JOB DESCRIPTION

JOB TITLE: COUNSELOR (Part-Time – Less than 29 hours/wk)

SUPERVISOR: LEAD COUNSELOR/CLINICAL DIRECTOR

QUALIFICATIONS:

Currently holding a Master's degree in Counseling from an accredited college, a bachelors degree in Psychology, Behavioral health or Human sciences, a current CADC certification by PA certification board certification, an advanced degree in Psychology or Counseling or another Human Service field preferred. Must have at least one year of direct counseling experience in either an inpatient, outpatient, partial hospital, or other drug and alcohol related treatment agency, or the required experience by PA State Licensing regulations per degree. Any applicant in addiction recovery must have at least 3 years of continuous sobriety verifiable through references.

JOB RESPONSIBILITIES:

1. Conducts client screenings, evaluations and intake procedures.
2. Completes the Psychosocial History, Medical History, and Psychosocial Evaluation.
3. Carries a clinical caseload, providing billable clinical hours weekly.
4. Takes an active role in the assignment of clients, and treatment planning processes.
5. Provides direct individual, group and family therapy;
6. Assures that all elements of the treatment plan, including the aftercare plan, are realized within the time limits.
7. Assures the client chart(s) is kept in accordance with DDAP and agency policy.
8. Observes clients in the program for changes in physical, emotional and cognitive behavior and reports such changes to the Clinical Director. Helps decide on the necessary strategies and interventions of the treatment approach. Documents client progress and makes recommendations regarding client discharge and disposition.
9. Completes discharge summaries and required paperwork on assigned clients.
10. Interfaces with and maintains contact with significant others and referral sources, as required, or needed.
11. Maintains appropriate rapport with a variety of additional service providers.
12. Completes required DDAP trainings annually.
13. Time management skills required. Begin and end appointments on time. Schedule appointments to insure best use of clinical time.

Employee

Date

Executive Director

Date