Title: Counselor

Department(s): Clinical

Reports to: Counselor Supervisor or Program Director

Revised: August 2013

Job Summary

The Counselor is responsible for assisting patients in identifying, maximizing, and relating their strengths to appropriate social, educational (academic and vocational), and occupational goals. The Counselor is also responsible for helping the patients prepare and adjust to a drug free existence, and to offer assistance (emotional and physical) in problematic issues. The Counselor is responsible to the Counselor Supervisor or Program Director for provision of services to assigned patients and adherence to schedules, established program policies and procedures, and applicable federal, state, local and accrediting agency regulatory requirements. The Counselor will perform duties within the scope of their license or certification which are an addendum to this job description.

Summary of Essential Job Functions

The key responsibilities of the Counselor include:

- **Professional Development**
  - Responsible for the achievement of assigned specific annual goals and objectives
  - Responsible for mentoring and training counseling team members regarding best practices in counseling and skills necessary to engage patients in treatment

- **Training**
  - Participate in and provide in-service trainings as required by federal, state, local, and accrediting agencies
  - Attend conferences, meetings and training programs as directed
  - Participate in and/or schedule and attend regular in-service trainings

- **Duties and Responsibilities**
  - Conduct alcohol and drug abuse counseling sessions on a regular basis per state regulation, or as part of the individual treatment plan
  - Conduct group counseling sessions as required
  - Orient patients to the treatment program’s operation and procedures
o Collect available social, educational, economic, and vocational information to be used as part of the assessment process
o Implement or revise patient treatment plans with the patient as required per state regulation and record a review of the patient's progress according to BHG policy
o Develop within (10) days of entry or as required by state guidelines, whichever is more stringent, a formal treatment plan documenting patient goals and update utilizing the same guidelines.
o Maintain patient records that are complete, comprehensive and well organized
o Submit records for periodic review as requested by supervisory team
o Document all patient contacts. If other team members provide services to the patient, the assigned counselor is responsible to see that such contacts are documented in the patient's chart
o Make appropriate referrals through case-management services and perform necessary follow-up
o Assist the Program Director in implementing new programs into patient treatment
o Advise the Program Director of problems encountered with caseload management and schedules
o Attend weekly treatment team meetings prepared to both lead the discussion where appropriate and also discuss his/her assigned individual patient caseload
o Provide in-service trainings to counselors and other treatment center team members as needed
o Hold a basic understanding of alcohol/drug abuse and addiction. Additionally, keep updated on current drug abuse and treatment information, especially current trends in Opioid Maintenance Treatment
o Provide intake/readmission services, including several weeks of supportive follow-up counseling for new patients until their assignment to a primary counselor
o Provide, monitor, and document follow-up calls/contact to all discharging patients for at least 30 days
o Provide crisis intervention/support services to patients assigned to other counselors when their primary counselor is unavailable
o Provide inter-agency reports/documentation required for third party reimbursement, criminal justice proceedings, supplemental income assessments, emergency services, and other specialized treatment needs of patients as applicable
o Coordinate care with other community providers as needed
o Meet BHG attendance standards and be present and ready for work at the beginning of their established work schedule
o Report any work-related injury or illness, or workplace hazards or security issues immediately to supervisor
o Other duties as assigned by supervisory team
 Regulatory
  o Responsible for complying with all federal, state and local regulatory agency requirements
  o Responsible for complying with all accrediting agencies

 Marketing and Outreach
  o Participate in community and public relations activities as assigned.

 Minimum Requirements

The ideal candidate must comply with federal and state regulations regarding certification, licensure and degree. In addition to meeting the qualifications, the ideal candidate will embody the following characteristics and possess the knowledge, skills and abilities listed below:

  o High integrity
  o Excellent verbal and written communication skills
  o Sound judgment
  o Efficient
  o Self-starter
  o Strong customer service and interpersonal communication skills
  o Ability to work independently and under pressure while handling multiple tasks simultaneously
  o Ability to make decisions and use proper judgment with confidential and sensitive issues
  o Ability to deal appropriately with patient and team members in stressful or other undesirable situations and to seek direction from supervisors when necessary
  o Demonstrate basic computer/word processing skills
  o Must be able to react quickly and make effective decisions
  o Ability to demonstrate sufficient knowledge and understanding of human behavior to show potential for rehabilitating drug dependent patients
  o Must have sufficient knowledge of the substance abuse population, treatment planning and the field of human social services to work toward the rehabilitation of the patient community

 Physical Requirements and Working Conditions

  o Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
  o Vision adequate to read correspondence, computer screen, forms, etc.
  o Prolonged sitting, some bending, stooping, or stretching
  o Variable workload, periodic high stress and activity level
  o Standard medical office conditions and environments
  o Interactions with patients who may be ill, have infectious diseases, have mental health diagnoses and/or are involved in the criminal justice system
Disclaimer

The above statements are intended to describe the general nature and level of work being performed by team members assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of team members so classified. All team members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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Counselor Printed Name

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Counselor Signature

________________________________________
Date

________________________________________
Counselor Supervisor or Program Director Signature

________________________________________
Date