**Objectives**

* Provides all aspects of substance use disorder treatment based on established laws, regulations, standards, and policies
* Demonstrates competency in all procedures within the scope of practice, as appropriate to client needs, a knowledge and understanding of the range and treatment needed by the client
* Provide accurate billing information
* Maintain adequate electronic medical record
* Maintains continuing education and supervision as required by licensure
* Maintains licensure and/or certification as required by regulations
* Maintains adequate knowledge of policies, procedures, and regulations at the agency, local, state, and federal levels
* Maintain adequate understanding of client rights, confidentiality, and privacy and follows regulations
* Treat clients and peers with dignity and respect
* Establish a strong clinical relationship with clients to positively engage client and facilitate recovery
* Always acts in the best interests of the program and company; honors, supports, and protects the proprietary data and rights of the company

**Qualifications | Education | Certification**

* **Minimum of CADC certification required**
* LADC licensure preferred
* Bachelor’s Degree in related field or two years’ experience with substance use disorders preferred
* Excellent interpersonal, listening, and communication skills
* Ability to handle multiple tasks and prioritize continually changing tasks
* Be dependable and reliable
* Basic mathematics skills
* Excellent written communication skills
* Provide high-quality, compassionate care
* Independence in decision-making and collaboration with supervisors expected
* Must be able to work under conditions involving emotionally stressful situations

**Job Functions**

* Provide individual and group counseling services as scheduled; may co-facilitate group sessions
* Conducts screenings to determine a person’s appropriateness and eligibility for admissions to treatment
* Complete all intakes, admissions, reinstatements, discharges, and transfer paperwork
* Complete comprehensive assessment and assessment updates as required and in a timely manner, meeting deadlines, to identify strengths, weaknesses, needs, barriers, problems, and to identify a diagnosis
* Work with patient to establish agreed upon immediate, short-term, and long-term goals and prepare initial treatment plan and complete plan reviews/updates as required and in a timely manner, meeting deadlines
* Identify treatment methods and resources necessary to address needs and achieve goals
* Complete documentation including progress notes as required and in a timely manner, meeting deadlines
* Plan, oversee, facilitate, evaluate, and document patients’ progress during therapy
* Coordinate all services throughout treatment and provide referrals as needed
* Collaborate as needed with all internal and external service providers
* Assist the client in using their support systems and available community resources
* Plan for aftercare
* Reports patient abuse, neglect and exploitation as required
* Reports patient grievances as required
* Educates patient in all aspects of treatment, corresponding health issues and steps to recovery
* Participates in all staff meetings and supervisions as scheduled
* Performs other related duties as determined by supervisor

**Job Relationship**

* Reports to the Executive Director
* Under general direction of the Directors and Medical Director.

**Working Conditions**

* Work hours are Monday – Friday, 8am to 5pm | Occasionally, evening hours may be required for group treatment
* Fast-paced environment
* Occasional reaching, stooping, bending, kneeling, crouching
* Using a computer