JOB DESCRIPTION

POSITION: RESIDENTIAL CHEMICAL DEPENDENCY COUNSELOR

REPORTS TO: Residential Clinical Manager

PRIMARY FUNCTION: Counseling and case management of up to 12 chemically dependent pregnant and parenting women with mental disorders in abstinence-based, long-term PPW residential treatment program for women with children.

CLASSIFICATION: Hourly Non-Exempt.

PRIMARY RESPONSIBILITIES:

- Provide chemical dependency counseling, including chemical dependency education, group process, and individual counseling, in a treatment milieu based on 12-step philosophy and employing Dialectical Behavioral Therapy, Matrix, and other evidence-based practices.
- Complete or review chemical dependency assessments and individualized treatment planning at intake in accordance with ASAM.
- Collaborate closely with staff mental health counselor, medical staff, and outside health care providers to create a treatment plan that addresses ancillary or co-occurring mental disorders.
- Maintain ongoing collaboration with CPS, DCFS, courts, and agencies during patient’s treatment as well as for purposes of discharge planning.
- Record patient notes within 24 hours of contact, and maintain files in accordance with relevant laws and regulations.
- Provide family counseling and referral recommendations, as appropriate.
- Ensure timely, complete communication and treatment progress reports as required by referents and resource agencies.
- Work effectively with all residential treatment team members in planning and developing instructional strategies and programs appropriate to the total needs of the patients.
- Identify and facilitate referral of patients having ancillary problems for professional consultation sessions.
- Fill in for other residential clinical team during vacations and other absences.
- Other duties, as assigned by supervisor.

ESSENTIAL SKILLS AND ABILITIES:

- Ability to work some evening and weekend hours.
- Experience applying American Society of Addiction Medicine Patient Placement Criteria to treatment placement and continuing care.
- Understanding of and familiarity with 12-step recovery practices and Dialectical Behavior Therapy.
- Ability to deal assertively and effectively with patient conflicts and conduct verbal de-escalation intervention.
- Demonstrated commitment to maintaining professional boundaries and setting a positive example of behaviors for patients.
- Basic computer skills, including Windows, Word and Outlook, and able to keyboard approximately 2 hours a day.
- Participate collaboratively and professionally in a team environment.
- Maintain professional demeanor at all times with patients, visitors, other agency staff, and community agency representatives.
- Ability to maintain confidentiality with sensitive information in accordance with 42 CFR, 45 CFR, RCW 70.96A, and related patient health care laws and regulations.

**MINIMUM QUALIFICATIONS:**

- Current certification by Washington State Department of Health as a Chemical Dependency Professional.
- Bachelor’s degree in chemical dependency studies or related human service (master’s degree preferred).
- No history of misuse of alcohol or other drugs for a minimum of one year prior to employment with Evergreen Manor. Offer of employment is conditional upon review of Criminal Background Check and ability to pass a pre-employment drug test. Employer is a drug-free workplace, and employees will agree to random and for-cause drug testing policies.
- Maintain a valid Washington State Driver’s license and auto insurance.
- Must comply with smoke-free workplace; non-smoking preferred.

**PHYSICAL DEMANDS:**

The duties are performed primarily in an office setting, requiring sitting, walking, typing, use of fingers, and carrying of client files (up to 10 pounds). Computer use is daily but generally less than 2 hours a day and intermittent.

**DISCLAIMER:**

Evergreen Manor reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including primary responsibilities, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

________________________________________  ______________________________________
Employee                                                                                       Supervisor

________________________________________
Date