POSITION: Residential Chemical Dependency Counselor Trainee

REPORTS TO: Residential Clinical Manager

PRIMARY FUNCTION: Under the direct supervision of a CDP, 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:

Trainees will be closely supervised with the goal of fully demonstrating proficiency in the core counseling competencies expected for certification, as well as providing clinical services for the organization. Trainees will be tutored daily by their supervisor and CDP’s with special expertise as well as required to attend weekly clinical staffing and in-service training. Trainees are expected to become certified counselors within four years of commencing training and show progression in attainment of proficiencies. Trainees are responsible for keeping records of their hours of experience for the purposes of certification, and for obtaining signatures of the supervising CDP or other designated CDP when completing patient records, correspondence and other documents.

In the course of this training the trainee will participate in the following:

- Provide chemical dependency counseling, including chemical dependency education, group process, and individual counseling, in a treatment milieu based 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 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.
- Ability and willingness to learn American Society of Addictive Medicine Patient Placement Criteria as it applies to treatment placement and continuing care.
- Ability and willingness to learn 12-step recovery practices and Dialectical Behavior Therapy
- Other duties, as assigned by supervisor.

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**ESSENTIAL SKILLS AND ABILITIES:**

- Ability to work some evening and weekend hours.
- 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 registered counselor
- Bachelor’s degree in chemical dependency studies or related human service (master’s degree preferred).
- Must comply with smoke-free workplace; non-smoker preferred.

**PHYSICAL DEMANDS:**

The duties are performed primarily in an office setting requiring sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, finger dexterity, ability to grip with hands and fingers, sense of touch, ability to speak and hear voice conversations and occasionally lifting of up to 10 pounds. Intermittent keyboarding, generally less than 2 hours a day.

**DISCLAIMER:**

Evergreen Recovery Centers 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. This is a training relationship, not an employment relationship. The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

I have reviewed and determined that this job description accurately reflects the position.

_________________________  ___________________________  
Employee                         Supervisor                       Date