

Detroit Rescue Mission Ministries

JOB DESCRIPTION

JOB TITLE: Substance Abuse Counselor **LOCATION:** GE3 & CGC

REPORTS TO: Treatment Manager/Supervisor **POSITION:** Non-Exempt

JOB SUMMARY:

Under the general direction of the Treatment Manager/Supervisor, facilitate the sobriety of addicted participants by providing needed treatment and aftercare services to prevent relapse.

ESSENTIAL FUNCTIONS:

1. Carry out substance abuse treatment services with assigned participants. Provide each treatment participant with weekly individual counseling.
2. Facilitate weekly group counseling and didactics session and coordinate activities that are designed to provide present and future alternatives to substance use, including recreation work therapy, employment and education assistance, as well as referrals for the Staff Aide program and transitional housing programs or other drug-free living programs.
3. Assure that medical assessment has been completed during the orientation phase and that those results have been reviewed with the client and appropriate medical services referrals have been made.
4. Assure that daily activity logs, admissions and discharges reports, and reports on services provided are maintained.
5. Assist in program quality assurance efforts. Provide reports on activities undertaken, services delivered, and outcomes. Conduct follow-up with a random sample of each housing program's participants on a quarterly basis.
6. Maintain relationships with relevant community agencies, including referral sources and agencies who provide needed community-based supportive services to DRMM participants, including mental health, diagnostic, health care, legal, and family counseling.
7. Assist on ongoing accreditation and quality of service activities.
8. Maintain records and assure that participant files are complete in accord with professional standards. Provide care plans and timely documentation of services with records supporting billing statements and administrative records and reports are completed with accuracy and done timely.
9. Review of Treatment Policies and Procedures Manual materials for accuracy and comprehensiveness. Recommend action plans and policies as needed.

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10. Participate in ongoing CARF and licensing compliance processes and serves as an active committee participant, working with reviewers, developing corrective action plans.
11. Assist Treatment Manager in the development and delivery of adequate, professional treatment services and in the implementation of quality assurance policies and procedures.
12. Attend and participate in in-service education and training, multi-disciplinary staff meetings or general staff meetings as required.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Master's degree in a human services field with CAC- C or an FAODP and one year of supervised substance abuse counseling job training under a DRMM treatment staff or other agency with a positive recommendation from the supervisory trainer.
2. Demonstrated organizational and interpersonal skills necessary to communicate with others to exchange information.
3. Experience in report generations and writing of Policies and Procedures Manuals.
4. Mental ability to frequently handle pressures related to simultaneous handling of multiple projects, and various youth personalities, and disruptions.
5. Physical ability to periodically sit or stand for long periods of time and to bend/lift/carry items while setting up training rooms.
6. Must have annual testing for hepatitis and annual TB testing.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. May be required to work evenings and weekends on an occasional or ongoing basis.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.