

SITKA COUNSELING & PREVENTION SERVICES, INC.

JOB DESCRIPTION

Title:	BH Counselor I	Classification: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Reports to:	Program Manager	Status: <input type="checkbox"/> Introductory <input type="checkbox"/> Regular Full-Time
Department /Program:	Clinical	<input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent
Salary Grade:	6	Salary Range: \$ 34,091 – 44,470
Positions Supervised:	BH Technician/Trainees	

Position Summary:

The BH Counselor I applies addiction/mental health counseling knowledge, skills, and abilities to conduct substance abuse/mental health screening, assessment, and treatment services to clients within various treatment modalities.

Credentials, Experience, & Skills:

Associates degree in behavioral health field (counseling, psychology, social work, etc.); Alaska CDC I certification; two years substance abuse/mental health counseling experience; Cultural competency; Knowledge of addiction/mental health treatment

Essential Functions:

- Conducts client screening and assessment to diagnose and recommend treatment services per ASAM PPC-2R/DSM-IV criteria including the completion of a comprehensive written assessment summary as required
- Conducts client intake and completes procedures for admission to the program
- Orients clients to the general nature and goals of their treatment program
- Develops problem list and treatment plans with the client identifying treatment goals and strategies to achieve them
- Reviews treatment plans, documents progress toward goals in clinical progress notes, and assesses progress toward goals revising the treatment plans as necessary to facilitate client change process
- Facilitates group, individual, and family counseling
- Working knowledge of domestic violence, trauma, and effect on addiction/mental health treatment
- Working knowledge and ability to appropriately utilize the contributions of various addiction/mental health philosophies, counseling models, and treatment practices as they apply to providing substance abuse/mental health counseling to individuals, groups, families, couples, and significant others
- Utilizes case management skills to identify issues and connect client with resources to reach goals
- Utilizes crisis intervention skills to respond to client needs during acute stress
- Maintains strict client confidentiality and obtains appropriate releases of information as needed
- Provides relapse prevention, continuing care, and discharge planning including referrals to appropriate services and the completion of a comprehensive discharge summary.
- Provide screening, referral, and education on FASD, TB, Hep C, HIV/AIDS.
- Administers alcohol/drug urinalysis testing as needed
- Monitors and documents client use of prescribed medication as directed
- Facilitates life skill training and monitors client progress in attaining appropriate life skills
- Completes client billing sheets and addresses financial responsibility with clients as needed
- Facilitates the client's utilization of available support systems and community resources to meet needs identified in clinical evaluation and/or treatment planning
- Facilitates family/significant other involvement in the client's treatment process including assessment of lethality and safety plan needs
- Participates in continuing education to maintain certification and advance knowledge/skill level
- Seeks out and participates in weekly clinical supervision
- Maintains clear and concise clinical records that comply with State and Federal regulations in a timely manner
- Participates in-service trainings, compiles data, and completes reports as assigned
- Provide substance abuse/mental health education to clients, families, and community groups regarding the risks related to psychoactive substance use/mental illness and recovery practices, prevention resources, treatment resources, and recovery resources. Prepares outlines and handout materials as necessary
- Working knowledge of and ability to conduct parenting education/process groups

- Clinical documentation of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.
- Effectively participates as part of a treatment team and attends all scheduled treatment team case staffing meetings and staff meetings
- Maintain cooperative working relationships with community service providers
- Ability to screen for suicide risk and mental health functioning providing referrals as needed
- Possesses a working knowledge of and conducts gender specific counseling services as directed
- Role model effective problem solving, communication, and conflict resolution skills to all clients while promoting a positive peer culture
- Ability to work in a team oriented environment and practice conflict resolution skills as needed to maintain an effective working relationship with co-workers/supervisors

Other Functions:

- Participation in annual fund raising activities as assigned
- Participation in agency team building activities
- Participates in on-call schedule as needed
- Complete other duties as assigned by the Clinical Director
- Adhere to agency client confidentiality policy and ethical code
- Adhere to established agency policies and procedures

Special Requirements:

TB clearance, Criminal background check, Alaska driver’s license, First Aid/CPR certification, Computer literacy, Able to document 2 years of continuous abstinence if in recovery

Mental Demands:

Knowledge of and ability to utilize conflict resolution skills with staff and client population, proficient oral and written communication skills, ability to complete and present comprehensive written evaluative reports, ability to apply sound clinical and therapeutic judgment under stress, ability to work with a multi-cultural clinical population, ability to multi-task, ability to work efficiently under time demands.

Physical Demands:

This position consists of light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) as well as consistent attendance, stair climbing, bending, writing, reaching, sitting for prolonged periods of time, driving, walking, reading, seeing, keyboarding, listening for prolonged periods of time, and ability to operate a computer

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date