JOB DESCRIPTION

**Applications accepted on a rolling basis**

POSITION: ADDICTIONS COUNSELOR CASAC

SALARY: TBD

TERMS OF EMPLOYMENT: Full time, non-exempt, at will

SCHEDULE: TBD

LOCATION: TRUST Center (40 Smith Street, Middletown, NY), or New Life Manor (127 Hickory Hill Road, Newburgh, NY)

ISSUED: 5/2018 (Applications accepted on a rolling basis)

JOB SUMMARY

The Addictions Counselor functions as a member of the treatment team providing counseling and guidance to clients in recovery from drug or alcohol addiction. Assists and supports Program Director in the overall operation of the program, including the preparation of statistical and regulatory reports.

QUALIFICATIONS

CASAC a must, bachelor’s degree preferred or CASAC-T with less than 1,000 documented work hours left to obtain CASAC status (CASAC status MUST be achieved within the first year of employment). Substance abuse counseling experience, familiarity with NA and AA policies and procedures, strong sense of boundaries, effective oral, writing, and interpersonal skills, strong organizational and planning skills, degree in human services and/or 3 years experience in substance abuse treatment field. Experience in utilizing computer for chart documentation and familiarity with Microsoft applications including Outlook and Word. Working knowledge of motivational interviewing, outcome-based philosophies, and cognitive behavioral approaches. Bilingual English/Spanish a plus. Valid clean driver license. Must be willing and able to drive clients in company van.

RESPONSIBILITIES

Serve as the primary counselor for clients, providing them with substance abuse counseling and aid to reach treatment plan goals/objectives. Carry a caseload and conduct individual and group counseling; plan, run and evaluate program activities; perform advocacy on behalf of clients; maintain positive working relationships with other service providers; participate in case conferences, utilization reviews and incident reviews; maintain timely, complete, and accurate records and charts in accordance with OASAS and HIPA regulations and PART 375, 14NYCRR. Attend staff meetings and in-service training as requested; remain current by attending relevant seminars and workshops.
Provide individualized treatment plans based on an assessment of each client’s strengths and areas of personal development. Provide timely service plan reviews and updates as indicated. Notify all necessary agencies and persons of discharges and/or admissions; schedule and complete all intakes, assessments and evaluations; help with specialized OASAS projects when required. Negotiate discharge plans and summaries, collaborating with day treatment program counselors when appropriate; evaluate client's level of functioning appropriate to housing/placement. Provide life skills management including readiness, socialization, independent living and relapse prevention.

Market program services to local community groups and organizations. Provide outreach and maintain relationships with other agencies and individuals wishing to make referrals to the program. Ensure that the clinical intake process and case conference are taking place in a professional manner, and that recommendations are carried out. Participate in the Utilization Review. Provide consistent chart review during supervisory sessions. Assist as-needed in transporting residents to and from appointments and meetings. Work as a team player in all areas to enhance the program as a whole and serve as a good role model for staff.

Remain current with OMH and OASAS regulations as well as any other regulatory or licensing agency requirements for their specific program. Maintain and prepare statistical reports and correspondence as required for county and state as prescribed. Maintain confidentiality of all client information as required by law. Maintain all applicable licenses and/or credentials. Attend assigned meetings and serve on committees as requested. Represent our agency with an ethical, fair and positive attitude. Assume other responsibilities when assigned.

APPLICATION PROCEDURE
Resumes may submitted to RECAP’s Human Resources Department

- Email to resume@recap.org
- Post mail to 40 Smith Street, Middletown, NY 10940

RECAP, Inc. is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.