



SUBSTANCE ABUSE SERVICES COUNSELOR

JOB SUMMARY:

Within the scope of licensing, training, credentialing and privileging the Substance Abuse Services Counselor I provides: Substance abuse and co-occurring disorder screening; intake; orientation; substance abuse disorder assessment, substance abuse disorder diagnostic impression; level of care determination; treatment planning; individual and group counseling; family counseling; psycho-education; crisis intervention; referral; reporting and record-keeping; and care coordination within HCC's OASAS-licensed substance abuse services program. This position also provides wide-ranging clinical case management services within the context of individualized recovery plans (that include employability and rehabilitation) and coordinates services with treatment programs and community-based support organizations. This position does not provide clinical or administrative supervision.

ESSENTIAL TASKS:

1. Conduct substance abuse and co-occurring disorder screening.
2. Conduct program intake.
3. Conduct substance abuse disorder assessment and diagnostic impression.
4. Conduct level of care determination using the LOCADTR to identify the most appropriate level of care for the patient based on the patient's strengths, needs, abilities, preferences, risks and resources.
5. Conduct program orientation with new patients.
6. Conduct individualized treatment or recovery planning, including formulation and implementation of treatment, recovery, transition, and discharge plans with patients.
7. Provide individual and group counseling that may include.
8. Provide family counseling that may include discussing a patient's condition, treatment, and prognosis with family members and caregivers and answering their questions.
9. Monitor patients' adherence to their prescribed medication regimes under the guidance of the waived prescriber with close clinical follow-up and ongoing communication with the waived MD by telephone, electronic medical record (EMR), and team meetings.
10. Provide psycho-education germane to chemical dependency and relapse prevention.
11. Provide case management/advocacy services to an assigned caseload.
12. Provide crisis intervention as needed.
13. Refer patients to other providers as needed who offer specialty treatment or recovery services (e.g., residential, inpatient, social support).
14. Conduct outreach for patient re-engagement efforts when patients miss medical appointments and weekly counseling appointments without prior notice to a medical provider or program staff; re-engagement activities may be conducted via phone or in-person visit to the patient's place of residence.



15. Conduct or participate in follow-up examinations to determine the benefits of treatment or recovery interventions and the patient's condition and implement revised treatment in response to findings. This includes observation of urine specimen collection.
16. Keep records to document patients' information, diagnosis, interventions, treatments, and the patient's response to treatment or recovery interventions.
17. Provide care coordination, including serving as a liaison/advocate to patients' families and/or other agencies as needed. This includes: Collaborating as needed with other care staff, including physicians, social worker/counselors, psychiatrists, pharmacy, and specialty care physicians to whom patients are referred; and collaborating with physicians and pharmacies in obtaining medication history and assisting with prescription processing and refills, prior authorizations, insurance issues, concerns of diversion, use, safety, storage, and behavioral health referrals.
18. Provide SBIRT (i.e., Screening, Brief Intervention, Referral and Treatment) to patients who would benefit from this service.
19. Conduct or participate in patient care coordination activities, e.g., ongoing follow-up care, close telephone monitoring, relapse prevention, and support for patient self-management.
20. Conduct or participate in monitoring the therapeutic program environment to ensure that: Behavioral guidelines are followed; a therapeutic milieu is maintained; and interpersonal relationships remain positive.
21. May act as a consultant to other providers regarding functioning related to experiencing a substance abuse or co-occurring disorder.
22. Provide information or consultation to promote wellness or prevent onset or worsening of substance abuse and other health-related disorders and instruct patients and/or families on treatment or recovery plans.
23. Prepare or participate in the preparation of reports of patients' substance abuse and co-occurring disorder status, history, treatment, or progress (including for legal or consultative purposes) for other providers, agencies, or insurance carriers.
24. Comply 42 CFR Part 2 confidentiality, HIPAA privacy and security and related State regulations and HCC information privacy and security policies.
25. Adhere to all responsibilities and duties of a New York State mandated reporter.
26. Immediately report any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Director of Substance Abuse Services or designee;
27. Pursue a continuing program to maintain or enhance competency as a substance abuse services counselor; maintain high levels of current knowledge about new developments in the understanding and treatment of substance abuse and co-occurring disorders.
28. Participate in HCC's continuous quality improvement program.
29. Work cooperatively with other staff as a member of the interdisciplinary team.
30. Perform other job-related duties that may be assigned.



MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Minimum of high school or minimum of general education development (GED) certificate.
2. Certification as Credentialed Alcoholism and Substance Abuse Counselor (CASAC) by NYS Office of Alcoholism and Substance Abuse Services.
3. One year of substance abuse or social services experience.
4. Bachelor's degree in a related field and one year of substance abuse or social services experience or an Associate's degree (or 60 college credits) and two years of substance abuse or social services experience preferred.
5. OASAS certification as a Qualified Health Professional preferred.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of evidence-based and best practices in the treatment of substance abuse and co-occurring disorders.
2. Knowledge of the criminal justice system.
3. Sound problem-solving and decision-making skills, and skill in planning and organizing work, managing time and meeting commitments.
4. Motivational interviewing and harm reduction-related intervention skills.
5. Ability to establish effective working relationships with a variety of people at all levels of the organization.
6. Ability to work and interact with diverse individuals, including patients, staff, and other stakeholders, in a respectful, professional, and tactful manner.
7. Ability to make reasonable and sound evaluative judgments.
8. Ability to use a computing device and electronic health record software.
9. Ability to demonstrate genuineness, empathy, positive regard, motivation, and skill in helping people experiencing substance abuse disorders and related challenges to day-to-day living.
10. Ability to demonstrate professional and business-like in appearance and demeanor.

This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. This position description is reviewed and revised to meet the changing needs of the agency at the sole discretion of the Board of Directors.