

Cayuga Addiction Recovery Services
Outpatient or Residential Program Units

Job Description

<u>Position Title:</u>	Addiction Counselor III
<u>FLSA Status:</u>	Non-Exempt
<u>Supervisor:</u>	Clinical Supervisor
<u>Positions Supervised:</u>	None
<u>Anticipated Hours:</u>	Full-Time: 35 hours per week Part-Time: Up to 28 hours per week
<u>Salary Range:</u>	\$29K – \$35.5K per year

Job Summary: Provides primary therapy to clients via individual and group sessions, performs evaluations, crisis intervention, treatment planning, discharge planning, and conducts communications with referral sources, funding sources and other entities in accordance with agency practice. Duties also include mentoring counselors and regular participation in staff meetings, case review, individual and group supervision.

Minimum Qualifications: LMSW or CASAC with 4 years Human Services experience.

Desired Qualifications: LMSW or CASAC with 6 years experience in a chemical dependency treatment setting.

Knowledge: Expansive knowledge of addiction & recovery issues is essential. An expertise in counseling techniques is essential. A comprehensive understanding of group process, strength-based principles of treatment, and an individualized approach to treatment is desired. Knowledge of motivational interviewing desired.

Skills: Excellent interpersonal skills, effective written and verbal communication skills, crisis intervention skills, and utilization of computer for documentation and communication.

Abilities: Ability to perform individual and group treatment modalities, ability to multi-task, ability to maintain healthy & appropriate treatment boundaries, ability to be a proactive team player, ability to teach and train addiction counseling techniques to peers and community professionals, ability to develop group curriculum through research and best practices and be able to represent the agency professionally.

Licenses/ Certifications: QHP status, CASAC or LMSW, valid driver's license.

Five key tasks

1. Fidelity to the treatment model at the CARS RSU with special emphasis on adherence to the Matrix Model
2. Demonstrated skills in developing outstanding treatment plans that are thorough, complete and most of all "living" very actively used documents that demonstrate solid partnering with the client so that these plans are the main focus of all clinical interactions
3. Fidelity to all NYS-OASAS and CARS requirement and regulations concerning clinical issues and their thorough and expert documentation so that the record can "speak for itself"
4. Demonstrated skills at being an outstanding team member. This will include conduct that at all times recognizes and supports the primacy of team needs, agendas and priorities over individual ones
5. Active interest and efforts to accurately gauge one's clinical skills level and to seek out opportunities to improve and build skills through the process of active engagement in the supervision/development process

Other tasks & Responsibilities

1. Facilitate didactic and process oriented groups.
2. Conduct individual counseling sessions.
3. Maintain a client case load (up to 15 residential or 35 outpatient clients).
4. Complete individualized treatment plans with clients on caseload.
5. Review and update treatment plans as needed.
6. Assist clients with discharge planning
7. Conduct family sessions as appropriate.
8. Complete all documentation in a timely manner in accordance with state and agency regulations.
9. Supervise client group activities such as recreational therapy, work therapy, and homework assignments.
10. Work with Insurance and other funding sources to assure client payment.
11. Participate in community activities that foster recovery.
12. Participate with community partners to assure effective client care.
13. Attend staff and clinical team meetings and present cases as necessary.
14. Provide addiction counseling training to peers and participate in Training Institute programming.
15. Participate in supervision with Clinical Supervisor.
16. Develop / modify curricula as needed for use in educational and therapy groups.
17. Other duties as assigned.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

Job Posting:

Treatment agency seeks to fill key positions in its Outpatient and Residential facilities including:

Addiction Counselor III: We are seeking QHP's (CASAC/ LMSW/ RN) with experience working with addiction and providing group and individual counseling. Must be people centered, able to effectively work within a team and be comfortable in a fast paced environment. Salary 29K – 35.5k depending on education and experience

Medical Services Assistant: We are also seeking a CNA, LPN or EMT with experience in providing day to day oversight of medical services within a residential environment including the oversight of the med-room, and assisting the MD and RN as needed. Salary: 20K – 27k depending on education and experience

Benefits include health/dental, life ins and 401K. Job descriptions & application can be found at www.carsny.org “career opportunities”. Resume and cover letter to Treatment Director, PO Box 724 Trumansburg, NY 14886