

Cayuga Addiction Recovery Services  
Outpatient or Residential Program Units  
Job Description

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<u>Position Title:</u>	Addiction Counselor II
<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

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: Associates degree or 4 years Human Services experience or CASAC-T or equivalent combination of education and experience.

Desired Qualifications: Bachelors or Masters Degree with 2 years experience in chemical dependency treatment setting.

Knowledge: An understanding of addiction & recovery issues is essential. Knowledge of counseling techniques is essential. Knowledge 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, and able to represent the agency professionally.

Licenses/ Certifications: CASAC-T eligible, valid driver's license.

Five key tasks:

1. Facilitate groups and individual sessions with fidelity to the treatment model at CARS with special emphasis on adherence to the Matrix Model
2. Complete, review and update individualized treatment planning for clients on your caseload and assist clients in discharge planning
3. Maintain a client caseload with fidelity to all NYS-OASAS and CARS requirement and regulations concerning clinical issues, client records and client care
4. A member of CARS Outpatient or Residential Clinical Team who effectively and collaboratively assures quality care for the clients we serve.
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. Participate in supervision with Clinical Supervisor.  
Develop / modify curricula as needed for use in educational and therapy groups.
15. 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.**