

Cayuga Addiction Recovery Services  
Residential Program Units  
Job Description

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<u>Position Title:</u>	Direct Care Addiction Counselor
<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
<u>Salary Range:</u>	\$23K – \$30K per year depending on education, experience and QHP status

**Job Summary:** Based on the daily needs of the unit Provides a range of clinical, administrative and support services to assure effective care and programming. This position requires a high degree of flexibility and a willingness to take on a number of roles and responsibilities from day to day, at the direction of the Clinical supervisor and in support of the clinical team.

**Key Tasks:**

1. Facilitate didactic and process oriented groups
2. Demonstrate competence in the tenets of the Matrix Model and provide behavioral coaching to clients within this framework.
3. At all times, model enthusiasm for learning and sober living (in and out of the classroom) in addition to modeling appropriate adult communication, behavior and problem solving
4. Maintain flexibility in the support of CARS residential treatment programming and quality care

**Minimum Qualifications:** Bachelors degree in human services or related field or 4 years experience or equivalent combination of education and experience

**Desired Qualifications:** QHP with experience in residential chemical dependency treatment in addition to minimum qualifications

**Knowledge:** A basic understanding of addiction & recovery issues is essential. Knowledge of basic counseling techniques, including treatment planning, 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, ability to multi-task, crisis intervention skills, ability to maintain healthy & appropriate treatment boundaries, utilization of computer for documentation and communication, ability to be a proactive team player, and able to represent the agency well

**Abilities:** Ability to perform individual and group treatment modalities, ability to multi-task, ability to maintain healthy and appropriate treatment boundaries, ability to be a proactive team player, ability to be flexible

**Licenses / Certifications:** Valid driver's license

**Other Tasks & Responsibilities:**

1. Conduct individual counseling sessions
2. Complete individualized treatment plans with clients
3. Assist clients with discharge planning
4. Conduct family sessions as appropriate
5. Complete all documentation in a timely manner in accordance with state and agency regulations
6. Supervise client group activities such as recreational therapy, work therapy, and homework assignments.
7. Supervise client activities on the unit and maintain presence in community and common areas
8. Conduct med pass
9. Attend staff and team meetings as assigned
10. Supervise client mealtimes and food preparation as needed.
11. Document group attendance in a timely manner.
12. Monitor and maintain the safety and security of the clients and the facility.
13. Address negative behaviors with a positive attitude
14. Supervise client activities including breaks, work assignments, recreational activities, and other activities
15. Document activities in accordance with agency practices.
16. Supervise clients during activities off site
17. Maintain confidentiality, as per agency practices and confidentiality law.
18. Monitoring visitation sessions
19. Planning and conducting special activities, as assigned
20. Transport clients
21. 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.**