

Cayuga Addiction Recovery Services  
Residential Program Unit  
Job Description

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| <u>Position Title:</u>       | Life Skills Counselor   |
| <u>FLSA Status:</u>          | Non-Exempt  |
| <u>Supervisor:</u>           | Clinical Supervisor   |
| <u>Salary:</u>               | \$23k - \$30k depending on experience   |
| <u>Positions Supervised:</u> | None  |
| <u>Anticipated Hours:</u>    | Depending on availability/ need Life-skills staff work between 9am – 9pm and always work at least 1 weekend day |

Five Key Tasks:

1. Facilitate Life Skills psycho-educational groups ranging from small phase testing classes to larger didactic sessions.
2. Attain a base level of competence in the tenets of the Matrix Model and provide behavioral coaching to clients within this framework.
3. Implement existing curricula and develop additional group material as needed. Ideally, curricula should engage clients in goal setting and support individual treatment planning activities.
4. 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.
5. Supervise additional client activities including recreation times and maintain the overall treatment structure of the RSU (teach clients about behavioral expectations, observe and report clinically significant behaviors, ensure the safety of all in the building, and work in the capacity of a residential counselor when necessary.).

Minimum Qualifications:

Bachelors degree in vocational education or related field or 4 years experience or equivalent combination of education and experience

Desired Qualifications:

QHP status and 2 years experience in chemical dependency treatment setting in addition to minimum qualifications.

Knowledge:

A basic understanding of addiction & recovery issues is essential. Knowledge of life-skills training as related to addiction recovery is essential. Knowledge of group process, strength-based principles of treatment, and an individualized approach to treatment is desired.

Skills:

Excellent interpersonal skills, effective written and verbal communication skills, ability to multi-task, crisis intervention skills, group skills, ability to maintain healthy & appropriate treatment boundaries, utilization of computer for documentation and communication, able to be a proactive team player, and able to represent the agency well.

## Other tasks & Responsibilities

1. Facilitate Life Skills education groups with clients daily. Topics to include daily living skills, communication skills, and vocational skills.
2. Facilitate GED education classes.
3. Develop / modify existing curricula as needed to meet client needs.
4. Supervise other client activities such as recreational activities and house maintenance activities.
5. Supervise client mealtimes and food preparation as needed.
6. Develop Voc / Ed treatment plans with residents in timeframes dictated by state guidelines.
7. Ensure that Voc / Ed plans are consistent with clinical treatment goals.
8. Document group attendance in a timely manner.
9. Participate in supervision with Clinical Supervisor.
10. Participate in staff and clinical team meetings.
11. Other duties as assigned.