



## **JOB ANNOUNCEMENT**

Hamilton-Madison House seeks a Behavioral Health Counselor, who would be responsible for providing counseling and social services to individuals and groups affected by alcoholism and/or substance abuse with co-occurring mental problems. Other responsibilities will include keeping clinical and service records as required by the program and in compliance with New York City Department of Health and Mental Hygiene, New York State Office of Alcoholism, Substance Abuse Services (OASAS) and other funding sources. The counselor will also familiarize himself/herself with other services and resources in the community in order to work closely with clients and provide information and support when required. This position reports to the Director and/or Clinical Coordinator for Asian American Recovery Services.

### **Minimum Qualifications:**

- Master Degree in a human service related field preferred
- 1 year job-related experience with a LMHC or LMHC Limited Permit, LMSW and/or a CASAC (CASAC-T preferred)
- Experience in substance abuse and mental health treatment services preferred
- Bilingual English/Spanish/Korean/Chinese (Mandarin and/or Cantonese) preferred
- Good oral and written communication skills

### **Essential Functions:**

- Provide assessment and treatment services which include individual, family and group counseling on a minimum average of five clinical visits per working day, and other support services to patients with substance abuse and mental health issue
  - Perform assessment for substance use disorder, mental health illness and impaired driving disorder, history of hospitalization, medication, trauma or domestic violence abuse
  - Administrate assessment tool including Mini-Mental State Exam (MMSE), CAGE, RIASI, PHQ 9, CAD-7 and suicide Risk Assessment Form
  - Perform comprehensive therapy approach such as MI and CBT to help patient recover from their disorders
- Complete and maintain accurate and updated clinical records such as comprehensive evaluation, treatment plan, notes regarding patients' history and progress, documentation of services provided and other required information

- Document every individual and group session's progress note provided to patients
- Write discharge summary, plan and referral recommendation upon discharge of patients
- Develop and review patients' treatment plans to comply with changes in patient status
- Intervene as a therapist and advocate for patients to resolve emergency problems in crisis situations such as suicidal and/or homicidal ideation, thoughts and/or plans
- Provide patients or family members with information about addiction with mental health issues, the available services and programs for it as well as making appropriate referrals when necessary
- Coordinate counseling efforts with all health professionals and the criminal justice system entities such as psychiatrists, medical doctors, nurses, judges, probation/parole officers, attorneys and social workers
- Attend weekly case conference meetings with other clinical staff for consultation and feedback on patients' treatment and services provided
- Answer phone inquiries regarding information and referral related to substance abuse and mental health treatment
- Develop or translate counseling materials from English to Chinese or other Asian language
- Provide community outreach and educational activities to Asian American community to recruit new patients
- Able to perform duties on Saturday or evening hours during weekdays when needed

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday (3 days), 22.50 hours per week

To Apply: Submit your cover letter and resume to:  
Human Resources  
Fax: 212-349-2793  
Email: [hrdept@hmonline.org](mailto:hrdept@hmonline.org)

Posting Date: March 6, 2017      Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**