



# Restoration Counseling & Community Services, LLC

## Licensed Alcohol and Drug Counselor

**FLSA Classification:** Exempt, Salaried

**Position Type:** FT (40 hours per week) Days, with occasional evening requirements for events such as Family Night and Graduation occurring on Wednesday nights.

**Reports to:** Program Supervisor

**Travel:** Minimal (between locations in the metro area)

**Manages Others:** Not at this time

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### **POSITION PURPOSE:**

The roles of RCCS are to restore clients to sober and active members of the community, and to provide prevention services to community members who are at risk of falling to substance abuse and criminal lifestyle. This position will be responsible for representing RCCS's brand with face to face client interactions. LADC's will serve as group facilitators and carry a client case management load for program consumers. The Counselor is responsible to operate within the standards and guidelines of the RCCS program plans, policies, and procedures. The Counselor performs all duties as identified on the Work Flow Chart in addition to those listed below.

### **REQUIRED QUALIFICATIONS:**

- Licensed Alcohol and Drug Counselor under the following Minnesota Statute, chapter 148
- Must comply with rules adopted under Minnesota Statutes, chapter 148F
- Must have completed at minimum a baccalaureate degree with a major or concentration in social work, nursing, sociology, human services, or psychology, or is a licensed registered nurse; has successfully completed 120 hours of classroom instruction, including 30 hours on care coordination, in each of the core functions listed in the Minnesota statutes
- Knowledge of Substance Use Disorder
- Knowledgeable about local community resources and how to use those resources for the benefit of the client
- Excellent reading and writing skills
- Excellent clinical writing skills
- Ability to work independently, identify problems and solutions
- Effective interpersonal communication skills
- Ability to work as a team, give and receive positive feedback and constructive criticism
- A personal philosophy that is respectful of others, appreciative of differences, and client-centered
- Integrity, honesty and commitment to quality
- Must be 18 years of age or older

- Document two years of freedom from chemical use problems
- Valid driver's license and a reliable vehicle
- Proficient in MS Office and internet applications
- Proficient in Procentive
- Pass Minnesota Department of Human Services Background Study
- Understand the philosophy of addiction and recovery, as well as chemical abuse and dependency and criminal thinking
- Knowledge of client rights and staff responsibilities
- Knowledge of Maltreatment of Vulnerable Adults Act and Maltreatment of Minors Act
- Knowledge of CFR-42 as it relates to the obtaining of a Release of Information

**PREFERRED QUALIFICATIONS:**

- 1-2 years of previous experience providing individual and group counseling to clients dual diagnosed with substance related and mental health disorder(s).
- Able to work independently
- Comfortable with ambiguity and fast-paced environment
- Excellent communication skills
- Strong code of ethics
- Solution Orientated
- Positive attitude
- Open to professional development
- Diversity and inclusion
- Attention to detail
- Able to type 40 words per minute

**JOB RESPONSIBILITIES:**

- Function as a member of a treatment team, comprised of the Counselor, CD Technician, Program Supervisor, Treatment Director, Mental Health Professional and other staff members and consultants, as needed
- Complete assessments and treatment plans written within the ASAM criteria and outline
- Conduct group activities, individual counseling and family education counseling for clients assigned to him/her
- Directly counsel an assigned caseload.
- Develops effective working relationships with individuals receiving services as well as their families as needed while maintaining professional boundaries.
- Prepare and deliver lectures related to Substance Use Disorder to the entire client population as assigned by the Program Supervisor.
- Facilitate group therapy sessions as assigned by the Program Supervisor.
- Participate in staff meetings with other staff members
- Act as supervisor, if qualified, for interns or trainees and provide direct supervision for other members of staff, acting as a member of the counseling team
- Participate in committee work and other appropriate tasks as requested by the Director
- Participate in annual training as required by 245G.
- Perform related duties as required
- Complete all required written documentation according to program policy/regulation. This includes at a minimum weekly progress reports, clinical reviews and ITP updates as needed.
- Reports progress and changes in client condition to clinical director, clinical supervisor,

client physicians and referral sources on an ongoing basis as indicated.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the Counselor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of a Counselor, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust and focus. An employee in this position may need to lift at least 10 pounds, exert him/herself while performing physical restraints and blocks.

**ACKNOWLEDGEMENT:**

This position description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_