



Alcohol and Drug Counselor, Lithia Springs Program

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide alcohol and drug services to clients of Lithia Springs Program.

QUALIFICATIONS:

- Certified Alcohol and Drug Counselor (CADC I or II) or able to be certified within first year on the job required.
- Minimum two years experience working with chemically dependent adolescents.
- Individuals recovering from drug abuse, drug dependence, or alcoholism must be in continuous sobriety for the immediate past two years.
- Driving: must have a good driving record, valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Current First Aid and CPR certification required.
- Must pass a Criminal History Check.

SKILLS AND ABILITIES:

- Ability to work collaboratively with other personnel or professionals.
- Must be culturally competent & sensitive.
- Knowledge, skills and abilities demonstrating competence in drug abuse treatment.
- Ability to complete client evaluation and assessments related to addiction.
- Ability to conduct individual, group, and family counseling.
- Good writing and verbal skills.
- Ability to engage youth in the therapeutic process.
- Good organizational and time management skills.
- Knowledge of community resources related to field of addiction.
- Ability to produce high quality clinical documents required by funding sources.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
- Learn and follow all Community Works, Lithia Springs, and Alcohol and Drug policies, procedures, and program agreements
- Meet with Clinical Supervisor for a minimum of two hours per month.

- Participate in regular, documented supervision with on-site A/D Supervisor.
- Meet with Program Director on a regular basis.

Service Delivery Skills Using Evidenced Based Principles:

- Provide services according to the program’s mission, policies, procedures, and service delivery philosophy.
- Consistently provide corrective feedback and behavioral reinforcements utilizing the Truthought vocabulary and concepts of: Responsible Thinking; Thinking Barriers and Tactics.
- Intervene with youth utilizing “carefrontation-vs-confrontation.”
- Utilize Motivational Interviewing to determine progress; intervene with individual youth and make treatment decisions.
- Facilitate all treatment related groups and/or activities utilizing program adopted evidenced based curricula to provide structure and consistency.

A&D Counselor Services:

- Complete Alcohol & Drug Assessment and Treatment Plan within first 30 days of using DSM IV Axis I diagnosis.
- Complete Treatment Reviews every 90 days thereafter. This is to be done using the *TheraScribe* software program, in conjunction with other documentation procedures/forms that are implemented or will be implemented into the LSP Program.
- Provide treatment/support group twice weekly specifically targeted to individual needs identified in assessment.
- Counseling will be documented within 24 hours of delivery and include individualized performance and progress data related to the goals/objectives being addressed.
- Participate in the development and implementation of evidenced based treatment for all Alcohol and Drug Services being delivered.
- Supervise youth on 12 Step Facilitation Program, including attending community support groups, using sponsors and completing recovery work in relevant workbooks.
- Participate in development and implementation of Dual Diagnosis treatment model.
- Work in collaboration with youth’s therapist and other treatment team members.
- Give random UA’s as needed.

Administrative:

- Maintain clinical records as needed including documentation of all individual and group counseling sessions.
- Maintain confidentiality as indicated by Oregon Administrative Rule.
- Complete billing tasks as required.

Position Name	Position Reference #
Alcohol & Drug Counselor – Lithia Springs Position is Half Time, .5 FTE.	1011-300CES
Send your Cover Letter & Resume to be considered for this position. Please include the position name and position number in your cover letter.	
By EMAIL: staffing@community-works.org	
By MAIL: Attention: Staffing, 900 E. Main St., Medford, OR 97504	
By FAX: Attention: Staffing, (541) 779-3317	
Closing Date	Or Open Until Filled XXX

Equal Opportunity Employer