

Position Description  
Exempt  
Revised: 9/28/17

ARVAC, Incorporated  
Freedom House  
Addiction Rehabilitation Counselor

Freedom House is a recognized leader in providing quality, person-centered treatment to those suffering from drug and alcohol addiction. Freedom House embraces treatment with excellent customer service, knowledgeable staff, care and compassion for our clients and families. If you are seeking employment where you receive self-satisfaction knowing you had made a difference in someone's life, then Freedom House is the place for you. Freedom House is certified by the Commission on Accreditation of Rehabilitation Facilities (CARF) for substance abuse and behavioral health, and licensed by the Department of Behavioral and Health Services (DBHS). We offer competitive pay and a comprehensive benefits package that includes health, dental, and vision insurance, retirement with matching, paid time off, extra pay for holidays, professional development opportunities, mental health days, and continuing education.

### Introduction

The Addiction Rehabilitation Counselor serves as a valued member of staff to the Chief Clinical Supervisor and is responsible for providing holistic, positive, therapeutic treatment counseling to clients with a substance use or co-occurring disorder. The main goal for the Addiction Rehabilitation Counselor is to ensure the client successfully completes the program and re-enters society as a valuable and productive member of society. The Addiction Rehabilitation Counselor provides the resources and tools necessary for the success of those clients that participate in all programs of the Freedom House Alcohol and Drug Treatment Center.

*The following job functions are not all-inclusive. Job duties may change as required by needs of the agency. You will assume the responsibility of assuring that you are working to understand your role in accomplishing the strategic goals and performance measures of the Agency.*

### Major Duties and Responsibilities

The Addiction Rehabilitation Counselor will provide positive, life-changing tools to counsel clients based on the Living in Balance curriculum and the Matrix Model curriculum. The Addiction Rehabilitation Counselor is responsible for ensuring counseling deadlines are met, treatment plans are individualized, and the successful completion of each client who enters the program. The Addiction Rehabilitation Counselor will complete routine inspections of all residential and transitional living clients, while providing holistic therapeutic counseling to clients with drug and/or alcohol substance use disorders. The Addiction Rehabilitation Counselor is also responsible for properly documenting all therapy sessions, tools used, and incidents of the clients that are served.

### Essential Duties

- A. Provide integrated treatment to individuals assessed as having drug/alcohol addictions and/or co-occurring disorders; utilizes and enforces the use of evidence-based curriculums and counseling methods; uses recreational and therapeutic treatment plans; adapts evidence-based

practice to the individual needs of the client; conducts client group sessions, individual sessions, and activities;

- B. Establish rapport with clients and families to foster engagement and develop a therapeutic process; involve family, social networks, and community systems in the treatment and recovery process as appropriate;
- C. Assess and provide services appropriate to identified risk and protective factors; recognize, respond to, and defuses volatile or dangerous situations; provide crisis intervention services as needed; enforce a relapse prevention program;
- D. Meet productivity requirements as needed for each program; meets outcomes and performance standards applicable by law, rule or regulations;
- E. Attend to client needs in a thorough and timely manner; provide therapeutic treatment with a goal of successfully completing the program; discuss and resolve any underlying issues, behaviors, and habits that could create a barrier for the client to successfully complete;
- F. Performs counseling activities that adhere to each of the twelve (12) core functions;
- G. Completes individualized screenings, intakes, and assessments with clients; compile and document in client files as required; develop individualized treatment plans and provides case management on an individualized basis
- H. Reviews and signs staff in training (counselors in training, interns, etc.) treatment plans as necessary; ensures that files are organized appropriately; utilizes credentials for the advancement of the counseling department and agency;
- I. Communicates with and meets deadlines provided by the Compliance Analyst for funding streams/insurance agencies to ensure payment of treatment is received and properly documented in the client file;
- J. Submits utilization records, billing sheets, and any other requested information from funders and management that pertains to receiving payment for treatment provided to the Compliance Analyst in a timely manner;
- K. Submits and complies with incident reporting guidelines;
- L. Provides direction to clients, when needed, regarding appropriate self-discipline for effective participation and success through positive guidance, explanation and encouragement;
- M. Reflect positive, healthy lifestyles and habits that discourage clients from substance abuse; provide guidance by using positive reinforcement and encouragement in a noncompetitive, noncritical atmosphere;
- N. Assists detox clients in transitioning into treatment; monitors detox clients when applicable;
- O. Participates in clinical staff meetings, once a week or more, with other clinical staff and supervisors;
- P. Promotes, at the community level, an understanding of substance abuse and the acceptance of a substance abuser as a person in the need of help and recovery;
- Q. Documents all activity and effectively communicates with other staff about client activity;
- R. Professionally adheres to all agency, state, and federal Codes of Ethics in accordance with substance abuse treatment, the Substance Abuse Certification Board, HIPAA privacy laws, and any other regulation/licensure boards that protect the agency, professional, and the client that it serves;
- S. Conducts other related duties as assigned.

#### Skills/knowledge/Abilities

- A. Ability to follow Agency guidelines as mandated in the staff and client handbooks
- B. Ability to follow state guidelines
- C. Ability to follow regulations set forth partnership contracts
- D. Knowledge of proper medical observational procedures

- E. Ability to adhere to ethical guidelines and standards
- F. Communication skills
- G. Ability to control and speak confidently to a group of people
- H. Ability to work both independently and as a team player
- I. Organization skills
- J. Problem solving skills
- K. Ability to manage a group of people
- L. Ability to adhere to ARVAC staff handbook
- M. Ability to maintain a License and continuing education

Controls Over the Position

The Addiction Rehabilitation Counselor will work directly under and report to the Clinical Supervisor. Once assignments are given, the incumbent is expected to carry them out with a minimum amount of supervision. Effectiveness is evaluated on the basis of the timeliness, quantity, and quality of work performed.

Qualification Standards

This position requires an experienced counselor with a master degree in a psychology, sociology, or related field. A minimum of five (5) years' experience working with adults and families in a substance abuse, behavioral, and/or mental health treatment setting is required. Preference is given toward licensed or credentialed behavioral health professionals with appropriate professional qualifications. An LPC or LCSW with a CS is preferred. Alternate credentials and license accepted include LAC, LMSW, ADC, AADC, and LADAC.

ADA Requirements (Essential Functions)

Physical Requirements\*

Sitting.....	5-8 hours/day
Standing .....	2-4 hours/day
Walking .....	2-3 hours/day
Use of telephone .....	2-3 hours/day
Working under pressure.....	2-3-hours/day
Working rapidly for long periods .....	2-4 hours/day
Use of keyboard/computer, printer, fax, copier .....	4-5 hours/day

Position requires close work; finger dexterity; good vision, hearing, oral communication and critical thinking on a regular basis. May occasionally work longer than 8 hours/day.

- Cognitive or Mental Requirements

The following cognitive or mental requirements are necessary on a daily basis: Critical thinking; Reading; Writing; Mathematics; Drawing conclusions from written or computer generated materials; Analyzing data or report information; Creating methodologies for accomplishing a goal; Conducting research; Implementing recommendations by coordinating persons and/or other resources; Developing plans, procedures, goals, strategies, or processes Directing activities of others to accomplish a goal Clear verbal articulation

- Working Environment

Indoors, at a desk for majority of the day, Travel for Transport may be required. This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. This document is subject to change at any time.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Annual Review Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Annual Review Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_