

HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: Substance Abuse Counselor

Program: Healing Families

Reports to: Healing Families Director

POSITION FUNCTION/OVERVIEW:

This position is responsible for providing appropriate therapeutic substance abuse interventions to children and families receiving services from Hibiscus Children's Center. Substance abuse counselor may be assigned to work with outpatients in the community or with residential clients.

Hibiscus Children's Center utilizes the Sanctuary Model, which is a trauma informed organizational change model. The Sanctuary Model organizes both our treatment and the way we run our organization. It is an inclusive model as it is a way of guiding leadership, staff, clients, families and our community to share the same language.

PRIMARY DUTIES/RESPONSIBILITIES:

- Promote the mission, values and vision of Hibiscus Children's Center
- Ensure all services provided comply with Medicaid requirements, contract and licensing agreements
- Collaborate with referring agent and appropriate community resource staff
- Complete initial screening to determine eligibility at the time-of-service admission
- Complete all client related documentation, including but not limited to, in-depth psychosocial assessments, treatment plan, treatment plan reviews, progress notes, transfer summaries and discharge summaries, in accordance with agency policy
- Manage behavioral health crisis situations, including assessment for need to be placed in more restrictive environment, such as a crisis stabilization unit or acute psychiatric inpatient care
- Manage all aspects of a case from date of entry to date of discharge.
- Evaluating patients' physical and mental behaviors.
- Developing appropriate treatment and recovery plans.
- Monitoring patients over time to assess treatment progress.
- Collaborating with psychiatrists, doctors, nurses, social workers, and department of correction.
- Identifying behaviors that interfere with treatment and recovery.
- Assisting primary caregivers to manage addiction related behavior.
- Identify support services needed for successful discharge and transition into next placement
- Act as a liaison with outside social services agencies, schools, and other organizations
- Participate in weekly treatment team meetings
- Complete random drug tests to clients.
- Testify in court, when needed
- Provide 26 hours of direct client contact services per week and/or documentation
- Provide accurate and timely input of daily activity and associated documentation into the ECR system.

- Other duties as assigned

This list of essential functions is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

SUPERVISES:

N/A

QUALIFICATIONS REQUIRED:

- Master’s degree in counseling, social work required.
- Licensed Mental Health Counselor (LMHC) or LCSW preferred. Two (2) years experience in counseling.
- 2 years’ experience conducting groups and individual sessions.
- Previous experience with the treatment of substance abuse disorders.
- Familiarity with electronic health record systems like ECR would be advantageous.
- Experience with co-occurring health and mental health problems
- Application of Substance abuse and Mental Health Services’ (SAMHSA) best practice indicators.
- Ability to lift 20 pounds
- Certification in CPR, First Aid
- Meets all requirements in Florida Administrative Code as outlined by the agency contract

SKILLS:

- In-depth knowledge of drug and alcohol testing to monitor treatment plans and medical instructions.
- Excellent written and oral communication skills.
- Exceptional interpersonal skills and a compassionate nature.
- Excellent organizational, interpersonal and customer service skills
- Ability to work independently and prioritize
- Familiarity with office equipment (copier/scan/fax, postage machine)
- Ability to work on multiple tasks and meet deadlines
- Ability to adapt and be flexible
- Computer skills

REQUIREMENTS:

- Complete 40 hours of training annually
- Successfully complete Sanctuary Model Training and annual refreshers

PHYSICAL REQUIREMENTS: (N=needed P=preferred)

Sitting <u>N</u> Standing <u>N</u> Walking <u>N</u> Lifting <u>N</u> Carrying <u>N</u> Kneeling <u>N</u> Pushing/Pulling <u>N</u> Bending/Stooping <u>N</u> Climbing <u>P</u> Reaching <u>N</u> Crawling/Crouching <u>n/a</u> Repetitive Motions <u>P</u> Transporting <u>n/a</u> Other (describe _____)
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I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date