

**AKRON-URBAN MINORITY ALCOHOLISM DRUG ABUSE
OUTREACH PROGRAM, INC.**

Job Description

TITLE: Counselor/Counselor Aide	DEPARTMENT: Treatment
SUPERVISOR: Program Director	SALARY GRADE: 3
WORK SITE: 665 W. Market Street	HOURS OF WORK: Assigned by Supervisor

QUALIFICATIONS: Associate Degree, minimum, required in behavioral science or related human services discipline. Must be a certified Chemical Dependency Counselor or eligible for certification. Must possess a valid State of Ohio vehicle operator's license and have reliable transportation. Physical examination and TB test required.

SUMMARY OF JOB RESPONSIBILITIES: Under general direction of the Clinical Supervisor, identifies and addresses consumer and family needs and concerns of chemically dependent individuals; provides screening, intake, assessment, treatment planning, counseling, crisis intervention and other services to assist consumers and their families in treatment and/or rehabilitative process; provides technical assistance to consumers and their families; provides supportive services to consumers and their families; writes reports and maintains records. Perform other duties as assigned.

Counselor Aid Responsibilities with Supervision:

1. Provides chemical dependency assessments.
2. Provides individual counseling.
3. Provides group counseling.
4. Provides family substance abuse counseling.
5. Provides non-medical emergency services to individuals in crisis either face-to-face or on the phone.
6. Provides information and referrals to callers seeking information about some aspect of chemical abuse or dependency.
7. Provides educational lectures to consumers and reviews the treatment plans every 10 outpatient visits or 90 days, whichever come first.
8. Engages the consumer in discharge planning and provides follow-up on discharged consumers referred to other treatment providers.

9. Refers individuals to other extra agency services, as needed, and follows up to determine if the consumer received those services and to assess the quality of the services received.
10. Informs consumers of their rights and responsibilities and assists the consumer in resolving complaints/concerns.
11. Provides court testimony [expert witness, consumer specific, treatment in lieu of conviction] upon the authorization of the consumer or upon court order of the judge.

Procedural Responsibilities and Authority:

1. Applies for and participates in the Professional Staff Organization and encourages professional growth among peers.
2. Attends agency in-service training and outside workshops to continually upgrade clinical skills and to qualify for and maintain certification, and completes as required all processes for obtaining chemical dependency counselor certification within the time frame set by the agency.
3. Consults with other staff members about problem cases and with consultants of the agency with the written consent of the consumer.
4. Adheres to Agency Policy and Procedures, making suggestions to the Supervisor as needed.
5. Adheres to the Quality Assurance standards of the agency in completing clinical paperwork.
6. Participates in weekly counseling staff meetings conducted by the Supervisor or Management and attends all staff meetings as scheduled.
7. Encourages positive image of self and the agency's role in the community by presenting a professional image.
8. Continually upgrade clinical skills to qualify for and maintain certification.
9. Performs other duties as assigned.