

STAR COUNCIL ON SUBSTANCE ABUSE JOB DESCRIPTION

Title: Counselor

Reports to: Program Director

Qualifications:

Must be a Qualified Credentialed Counselor - A licensed Chemical Dependency Counselor (LCDC) or one of the professionals listed below with at least 1000 hours of documented supervised experience working with people who have substance use disorders. Documentation will be required.

- LPC - Licensed Professional Counselor; LMSW - Licensed Master Social Worker; LMFT - Licensed Marriage and Family Therapist; Licensed Psychologist, MD - Licensed Physician; CARN - Certified Addictions Registered Nurse; Licensed Psychologist Associate; and APN-P/MH - Advanced Practice Nurse recognized by the Board of Nurses as a clinical nurse specialist or nurse practitioner with a specialty in psych-mental health.
- Must have excellent verbal and written skills.
- Must work well and relate to individuals and groups both youth and adult.
- Basic knowledge of community resources.
- Must be able to work nights.
- Must be comfortable meeting new people and conducting public education presentations as required.

Position Responsibilities:

- Will conduct proper assessments and evaluations using the SASSI, ASI and/or by interviewing the individual to obtain a Psychosocial history.
- Will do outreach in the communities served.
- Will conduct group therapy sessions with clients.
- Will conduct individual sessions with clients.
- Will submit timely and accurate documentation and reports for all services provided and conduct evaluation of such services.
- Will conduct a follow-up call on individuals who have received services from STAR Council.
- Some traveling may be required.
- Will work to make STAR Council's services better known throughout the communities and counties that we serve.
- Will be responsible for submitting the necessary information needed to the Program Director to provide quality and professional services in the counties served.
- Provide telephonic support to callers as required.
- Will provide individuals requesting services from STAR Council's office with referral sources when appropriate, i.e., inpatient treatment, outpatient treatment, and/or other community support groups.
- Will schedule and conduct visits to all possible referral sources on a regular basis.

- Will input required information into the Behavioral Health Information Provider System (BHIPS) on a daily basis.
- Will attend monthly professional development trainings and meetings.
- Other duties as assigned.

I have received and read a copy of this job description and agree that it is an accurate reflection of my job.

Printed Name: _____

Signature: _____ Date: _____