

JOB DESCRIPTION

St. Martin de Porres House of House

Title: Substance Abuse Counselor

Reports To: Clinical Supervisor

FLSA Status: Exempt

JOB SUMMARY:

St. Martin de Porres House of Hope is a highly structured, supportive; community-based 12-18-month residential program for women, and their children, who are in recovery from substance abuse addiction. As a key member of our counseling staff, the Substance Abuse Counselor must be able to foster and model a culture of healing and support for our residents and their children. We are a community-based agency that has served those who suffer from addiction for the past 34 years. St. Martin de Porres House of Hope is an Equal Opportunity Employer.

The Substance Abuse Counselor is accountable for assessing and providing service to women with substance abuse difficulties including alcohol and other drugs. The counselor's role is to help residents get out of their addiction by educating them on the 12-Steps of Alcoholics and Narcotics Anonymous and providing them with additional tools to deal with their addiction. Additionally, he/she will provide the following services: service planning, long-term counseling, psycho education, case management, court and family advocacy and follow-up upon program completion.

JOB RESPONSIBILITIES:

- Provide direct service to residents through case management, group counseling, individual counseling, educational programs, job support, crisis intervention, transition coordination, and psycho-social rehabilitation services.
- Document residents' progress and responses to treatment maintaining client records; ensuring records are complete, accurate, and up to date.
- Monitor residents in medication self-administration.
- Ensure residents safety and well-being.
- Monitor residents' behavior during social, recreational, or daily activities.
- Schedule, coordinate and transport residents to appointments and maintaining the vehicle.
- Collect urine samples and administering breathalyzer.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Show awareness of issues affecting adults with severe addiction and mental health and addiction (MISA).
- Skill in the use of motivational interviewing and engaging residents in self-directed care.
- Must complete all CANTS and State Police Background check.
- Demonstrated ability to communicate both verbally and in writing in a clear, comprehensible manner.
- Adequate written skills to accurately complete required documentation within the time frames prescribed.
- Excellent organizational and computer skills.
- Self-Starter with ability to work independently and with a team.

QUALIFICATIONS:

- Master's degree in Social Work and CADAC, LSW, LCSW required.
- Minimum of three years working in a residential facility with female substance abusers who suffer from co-occurring disorders.
- Valid driver license with no suspensions in effect in the previous three (3) years prior to hire.
- Strong computer skills (Microsoft Word and Excel); and verbal and written communication skills.
- Ability to interact effectively and in a supportive manner with persons of diverse cultural, socioeconomic, and ethnic backgrounds.