

**VOLUNTEERS OF AMERICA ALASKA
CHEMICAL DEPENDENCY COUNSELOR-ARCH
POSITION DESCRIPTION**

Position Title: Chemical Dependency Counselor-ARCH

Reports To: Clinical Director

Objective

The Chemical Dependency Counselor (CDC) is responsible for a caseload of up to 6 chemically dependent adolescents at the ARCH program. The CDC is responsible for addressing the clients' chemical dependency issues, as well as managing and coordinating services for co-occurring mental health issues. The CDC is a functioning member of the treatment team that develops and maintains a safe and therapeutic environment for agency clients.

Essential Functions, Duties & Responsibilities

Clinical

Responsible for the course of treatment of assigned clients. Develops and implements treatment plans and treatment plan reviews as informed by the CSR data. Presents clients bi-weekly at weekly staff meeting; responsible for follow through on treatment team developed interventions. Conducts individual sessions weekly with clients, conducts both topic and process groups. May conduct adventure-based group as assigned. Provides crisis intervention services as indicated. Models interventions and provides clinical guidance to other staff. Creates and completes client documentation in accordance to agency policies and procedures, Medicaid regulations, CARF standards, Division of Behavioral Health standards, and Division of Public Health regulations. Responsible for completion of all progress notes in accordance to the agency's policies and procedures. Responsible for completing clinical reports, treatment plans and treatment plan reviews within agency time lines. Responsible for the maintenance of client files, in accordance with agency procedures and regulatory bodies.

Milieu

Responsible for facility management as needed. Provides a safe and therapeutic environment for clients, staff, and visitors. Is supportive of, and uses the milieu as a treatment tool. Completes all appropriate logs, records, reports and files.

Case Management

Responsible for the coordination of outside services as needed during the duration of treatment. Develops and coordinates continuing care services. Communicates client status to client families, probation officers, and other services providers as indicated and in accordance with confidentiality regulations and agency policy. Assures that medical, dental and other needs are attended to and handles in a timely fashion. Responsible for monitoring medications as prescribed for client.

Other Duties

Responsible for all milieu responsibilities when necessary including coverage, client urinalysis, searches, check-in and out of client's possessions, transports, and other duties as assigned. Adheres to 42 C.F.R. part 2 and HIPAA privacy and security rules at all times to protect the confidentiality of the clients.

Knowledge, Skills and Abilities

- Bachelor's degree in the counseling field and a minimum of one year of experience in the behavioral health field
- OR
- High School Diploma/G.E.D. and three years of experience in the behavioral health/substance abuse field
- Proven ability to work with diverse community groups
 - Ability to make sound decisions based on information available.
 - Excellent writing and communication skills
 - Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____