

**COGI is currently seeking part-time fee-for-service Substance Abuse Counselors to add to our team. Salary will be based on education, experience, and license. We reserve the ability to hire this position part-time with a plan to transition to full-time based on the building of a billable case load.**

### **Summary**

This direct service position is responsible for providing prevention, early intervention, basic treatment activity, case management, aftercare and follow-up for individuals and families impacted by a variety of mental health and addiction/substance abuse issues. The position of counselor/therapist is responsible for clinical evaluation of clients; on-going appropriate treatment of clients for a designated diagnosis; continuum of care throughout an episode; discharge of client after treatment; referrals to outside agencies as deemed necessary; and documentation of any and all relevant procedures throughout the process. With direction and support from the Clinical Supervisor, the therapist is responsible for providing access to and delivering behavioral health services, within a defined scope of practice in the outpatient clinic.

### **Traits and Characteristics**

Therapist/Counselor should be a sensitive and understanding clinician who can help individuals who are enrolled in our outpatient, intensive outpatient and Suboxone medication assisted therapy programs deal with personal and emotional individual and family issues that are connected to their addiction/substance abuse, to include co-occurring disorders with an emphasis on intervention. S/he should be empathetic and have the ability to gain the trust of her/his clients. S/he must be detailed in record-keeping and communications for documentation purposes and quality assurance. S/he must have excellent verbal and oral communication skills that adapt easily to adults with varying needs and issues. S/he must be trained in and always adhere to confidentiality protocols within each program, as well as with in COGI.

### **Essential Duties and Responsibilities**

Primary job responsibilities of therapist include but are not limited to:

1. Understanding and application of drug and alcohol treatment methods
  - a) Addiction/substance abuse, to include co-occurring disorders with an emphasis on intervention
  - b) Related psycho-physiology and commonly used medications
  - c) Related physical and mental abuse issues
  - d) Risk behaviors and issues
2. Understanding and application of treatment and services
  - a) Community-based prevention, intervention, case management, aftercare and follow-up
  - b) Having access to regional services
3. Understanding and application of professional responsibilities and readiness
  - a) How regional patterns of service and outcomes impact their ability to provide services
  - b) Importance of understanding and appreciating cultural/individual diversity, ethical standards, using clinical supervision to support individual practice and continuing education/training participation

### **Core Competencies**

To perform effectively in this position, the individual should demonstrate the following competencies.

Communication: Excellent communication skills on different levels are critical to be successful in this position. S/He must be able to address sensitive and other traumatic issues while offering information to clients and answer questions in a respectful, age-appropriate manner. At the same time, s/he must be able to communicate with community agencies in a professional manner to coordinate client care, problem-solve and meet the needs of all clients within the parameters of confidentiality set forth by licensing regulation, federal and state requirements and COGI.

Professional Competency: S/he must maintain professional competencies in the field. S/he must acquire and document continuing education requirements for the field and remain in good standing with professional organizations that monitor licensing.

Job Knowledge:

The therapist must show proficiency in developing and administering a plan that includes:

1. Provide clinical evaluation, at times in consultation with the Licensed Psychologist
  - a) Screening
  - b) Conducting initial contact and intake, with use or importance of selective use of psychometrics, identifying existence of conditions or disorders and considerations for placement within continuum of care
  - c) Evaluation
  - d) A bio/psycho/social narrative assessment, using DSM and ASAM to support placement and developing a service/treatment problem list using ASAM dimensions.
2. Treatment planning in consultation with Clinical Supervisor.
  - a) Able to use the problem list to develop individual goals and objectives
  - b) Able to plan for multiple needs/issues associated with co-occurring disorders
  - c) Ensure documentation of treatment plan and related activity
3. Provide Referral
  - a) Use knowledge of referral resources
  - b) Ensure documentation and follow-up of referral activity
4. Service coordination
  - a) Provide treatment plan implementation and review/assessment of progress
  - b) Use consultation effectively for client services
  - c) Provide discharge planning
  - d) Ensure documentation of service coordination
5. Counseling with consultation and clinical supervision
  - a) Provide individual counseling using "person centered approach" to establish counseling relationship, as well as identifying expectations and outcomes
  - b) Provide group counseling with emphasis on educational group process/activity and talking circle
  - c) Provide family and significant other counseling for client understanding of family stress issues, co-dependency and ways or means of resolution
  - d) Documentation of counseling activity
6. Provide prevention and community education
  - a) Provide prevention service/activity using prevention strategies of universal, selective and indicated
  - b) Facilitate and promote community readiness
  - c) Ensure documentation of prevention and community education

Flexibility: Able to adapt to programmatic and/or organization changes to meet the needs of the program and/or COGI. Includes but is not limited to: sharing program/ organization duties and responsibilities when need dictates.

### **Education and/or Experience**

-A Master's Degree or above from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field which includes a practicum in a health or human service agency, preferably in a drug and alcohol setting. If the practicum did not take place in a drug and alcohol setting, the individual's written training plan shall specifically address a plan to achieve counseling competency in chemical dependency issues.

- A Bachelor's Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a clinical specialty in the human services) or other related field and 3 years of clinical experience in a health or human service agency,

preferably in a drug and alcohol setting. If a person's experience did not take place in a drug and alcohol setting, the individual's written training plan shall specifically address a plan to achieve counseling competency in chemical dependency issues.

**Physical Demands**

While performing the duties of this Job, the therapist/counselor is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

**Travel**

The therapist/ counselor must be able to travel to attend conferences, training and other events as required acquiring and maintaining proficiency in fulfilling the responsibilities of the position.

**Work Environment**

The work environment at COGI's office in Pottsville PA is a clinic-style office setting. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Due to variations in workload requirements and an employee's personal needs, the Executive Director or designee may allow/ require flexibility in the days worked and the times worked. Such variations require prior approval from the Executive Director or designee.

Job Type: Part-Time / Per-Diem Fee-for-Service

Salary: Based on degree, experience, and license.

Benefits: Flexible Schedule