



Job Title: Licensed Addiction Counselor
Location:
Department: Adults (SUD Service Line)
Reports to: Service Line Director – SUD
FLSA Status: Exempt Full Time; Monday through Friday, schedule may vary

POSITION SUMMARY

Under the direct supervision of the SUD Service Line Director, this position is responsible for providing clinical Substance Use Disorder/Co-Occurring services in the areas of assessment, group, individual, and family counseling, and crisis intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct diagnostic/placement assessments, provide group, individual, and family counseling services, client lectures, and case management services, in accordance with best clinical practices, laws, and administrative rules
- As a part of an interdisciplinary team, identify significant mental health issues and coordinate appropriate concurrent services; refer individuals to needed adjunct services and/or appropriate level of care
- Provides guidance on clinical procedures to treatment tech and intern staff as assigned
- Professionally represent WMMHC in the community through the provision of consultation, education and networking with law enforcement, social service agencies, and concerned citizens throughout the community
- Maintain client confidentiality in accordance with federal and state laws; maintain program record keeping in a professional and timely manner and in accordance with program and state requirements
- Demonstrate thorough knowledge of ASAM criteria and patient placement
- Maintain production standards and work to achieve key performance indicators based on program
- Program specific addiction counselor duties. These will be provided and vary depending on location and level(s) of care within hire's program
- Other duties as assigned by Clinical Program manager and/or Service Line Director

EDUCATION AND EXPERIENCE

- Master's degree in a Behavioral Science with specific coursework or training in addictions, symptomology and treatment of other mental health disorders preferred
- Must be a Licensed as Addiction Counselor Licensure Candidate (ALCLC) in Montana.
- Completion of CPI (Crisis Prevention Intervention) training required
- Ability to pass background check upon offer of employment.
- Must have or ability to obtain valid Montana Driver's License with acceptable driving record and provide proof of auto liability insurance coverage per Western's policies.

SKILLS, KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of addiction, theoretical models of therapeutic change processes, and best clinical practices; primary substance use and mental health diagnoses; group theory and practice; instructional techniques; family education and support; working knowledge of assessment procedures, including diagnostics and placement; knowledge of laws and administrative rules relevant to chemical dependency, mental health, and confidentiality; of community resources and referral procedures; and thorough knowledge of ethical performance standards and their applications.

PHYSICAL DEMANDS

Physical Demand	Description of physical demand	Job Description example
Stand or Sit	Stationary position or standing position	Must be able to sit at desk frequently or stand frequently as necessary to perform job functions
Walk	Move, traverse	This position requires movement in an office setting or building as necessary to perform job functions
Use hands/fingers	Operate, activate, use, prepare, inspect, place, detect, position	Operates office equipment such as copy machine, computer, and printer, etc. as necessary to perform job functions
Climb stairs or balance	Ascend/descend as necessary	Will occasionally ascend/descend stairs as necessary to perform job functions

Stoop, kneel, crouch, or crawl	Position self to move	Will position self to move about office setting or building as necessary to perform job functions
Talk/hear	Communicate, detect, converse with, discern, convey, express oneself, exchange information	The person in this position will constantly communicate with consumers, peers, etc. and must be able to exchange information as necessary to perform job functions
See	Detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess	Must be able to discern and convey information, identify and review records, files, forms, and electronic and hard-copy data to perform job functions
Taste/smell	N/A	As necessary to perform job functions
Carry weight, lift	Move, transport, position, put, install, remove	Be able to move laptop, files, papers up to 25 pounds as necessary to perform job functions
Exposure to work	Indoor/outdoor	Works mostly indoors with some outdoor exposure as necessary to perform job functions

EMPLOYEE SIGNATURE

By signing below, I attest that I have read the position description and understand the responsibilities and duties expected to be completed and adhered to in this position. A copy of the signed job description will be placed in my personnel file.

X

Signature of the Employee

X

Direct Supervisor