

JOB DESCRIPTION

JOB TITLE: Counselor Intern

JOB RESPONSIBILITIES: With close supervision, responsible for assisting with routine duties of a Counselor, e.g., screening, assessment, treatment planning, education, referral, documentation, etc.

Essential functions of this job include, but are not limited to:

Prepares and maintains an accurate case file for each assigned client.

Records demographic information accurately.

Effectively orients clients to program and facility by explaining issues including, but not limited to: rule infractions that may result in termination, the hours of service availability, clients' rights and the grievance procedure and costs for which they may be responsible.

Introduces clients to staff and peers.

Prepares beds and assists with general cleaning while adhering to Agency and program safety policies and procedures as well as required OSHA standards.

Observes unit life functions, (e.g., environmental adjustment, etc.).

Assists with intake documentation as necessary (e.g., consent for treatment, consents to release information, initial assessment, etc.).

With close supervision, uses the appropriate forms and instrumentation to assess clients' strengths and weaknesses and develops, with clients' participation, treatment plans to address identified problems.

With clients, ranks problems identified in the assessment process, establishes immediate and long term goals and determines the treatment process and resources to be utilized.

Identifies and explores problems and their ramifications with attention to the clients' associated attitudes and feelings. With clients, examines alternative solutions and develops plans of action.

Coordinates the delivery of services and acts as an advocate in accessing other needed services.

Identifies and responds to crises that may negatively impact treatment and, where possible, uses the negative events to enhance treatment efforts.

Provides clients education through lectures, the use of audio and visual equipment, and reading materials. Informs clients about self-help groups and other community resources.

Stays informed of current available community resources.

Complies with documentation requirements for activities (e.g., assessments, treatment plans, treatment procedures, and discharge summaries) and in the preparation of required reports.

Recognizes the need for case consultation by participating in case reviews, maintaining contact with referring professionals, and seeking assistance in matters that exceed the Counselor Intern's level of expertise and/or scope of practice

Continues professional training and stays current in professional developments.

COMMUNICATION AND INTERPERSONAL SKILLS

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors and generates a reward report if warranted.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Effectively communicates pertinent information at shift change to co-workers and/or program management staff (e.g., client hospitalizations, suicide watches, federal incident reports, AWOL /escaped clients, unknown whereabouts).

Maintains telephone coverage during hours on duty. Answers calls courteously and professionally, directs calls appropriately, and takes accurate messages as necessary.

Interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

MODELING SKILLS

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

KNOWLEDGE

Facilitates groups as assigned or directed.

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve.

*Demonstrates an understanding of the principles of cognitive-behavioral therapy.

*Demonstrates an understanding of the principles of social learning.

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week (designated full-time Counselor Interns) which may include evenings and weekends.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: High School diploma or equivalent. CDCA (Chemical Dependency Counselor Assistant) certification must be obtained within six months of assuming the position. Maintains the required licensure/certification in good standing. Must be willing to adhere to the Counselor's Code of Ethics and demonstrate a positive attitude regarding the disease concept of addiction. Must possess excellent written and verbal communication skills. Familiarity with regulations governing the disclosure of client information and storage of client records required. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY: Program Manager – ADM Crisis Center or designee

SUPERVISES: No one