

Unique People Services Job Description

Job Title: Substance Abuse Counselor
Department: Haven Apartments
Reports To: Clinical Supervisor

SUMMARY: While utilizing basic educational and working skills acquired in the human services field and under supervision of a more experienced master's level staff member, will provide individual, group counseling and rehabilitation services to individuals with psychiatric disabilities and substance abuse problems in order to maximize their functioning, prevent hospitalization or relapse and assess ability to move toward a greater level of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop, implement and conduct a variety of structured group experiences toward maintaining and/or developing skills to increase functioning in the environment/community and to gain control over substance abuse problems.
- Act as Case Manager under supervision of an experienced professional master's level staff member.
- Communicate with family, collaterals and other Agency staff on behalf of clients.
- Provide ongoing evaluation to clients to determine their strengths, deficits and progress within the program, i.e. functional skills and Rehabilitation Readiness assessment.
- Participate in staff rounds, supervision, discharge planning and QA activities.
- Escort clients to hospital/clinic for emergency, substance abuse testing, or ongoing services and into the community for the purpose of developing linkages, resources and other supportive services as needed.
- Maintain appropriate documents, records, statistics and written reports in an organized timely and accurate manner.
- Escort clients when required on public transportation.
- Provide concrete service delivery to clients.
- Participate in or conduct tasks related to ameliorating the effects of mental illness.

CRITICAL RESULTS/IMPACT:

Help residents maintain sobriety and remain drug free.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Three years experience with MICA population from a program approved by the New York State Department of Education (or equivalent experience. CASAC or similar certification preferred. One (1) or two (2) years experience in providing rehabilitation/treatment to emotionally disabled adults with substance abuse problems required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

Bill Velasquez / HR Director

Unique People Services / Administrative office

Add: 4234 Vireo Avenue, Bronx NY 10470

Tel: 718-231-7711 Fax: 718-231-7720

E-mail: BillV@uniquepeopleservices.org

<http://www.uniquepeopleservices.org>