Title of Position: Intensive Program Chemical Dependency Counselor (Full Time)
Reports To: Manager of Clinical Services
Status: Exempt

All employees are expected to support the mission of The Women’s Home “to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals”. This is accomplished in many practical ways and by expressing in everyday work behavior our core values: Dignity – Respect for the worth of every person; Integrity – Honesty, justice, consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Holistic Growth – Empowering individuals to adapt creatively to changes in life. Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

Position Summary: This position is responsible for providing direct services to clients who have a primary substance abuse diagnosis or a co-occurring disorder. Services include individual and group counseling, family counseling, couple counseling and psychoeducational groups.

I. Essential Duties and Responsibilities are listed below and will always include those specifically assigned by the immediate supervisor.

   Clinical Services
   A. Provide one -two hours weekly of individual therapy to assigned clients. (Case load approximately 1-2)
   B. Facilitate or Co-facilitate clinical and chemical dependency groups (2-3 groups weekly),
   C. Facilitate/supervise client study of recovery-oriented materials and offer support/guidance (weekly on Saturdays.)
   D. Act as advocate and liaison w/other service providers and staff members when appropriate
   E. Provide crisis counseling, suicide assessments and support as needed to clients
   F. Complete chemical dependency and mental health evaluations as needed
   G. Conduct chemical dependency assessments
   H. Develop treatment and discharge plans for new residents
   I. Provide services aimed at relapse prevention
   J. Provide individual and group services
   K. Provide educational programs
   L. Participate in treatment and discharge planning for clients
   M. Maintain up-to-date medical record notations

II. Other Responsibilities
   A. Participate in clinical staff meetings, resident concern meetings, and clinical supervision
   B. Supervise, coordinate and assist in the recruitment and selection of on-site AA and other 12 step meeting volunteers
   C. Attend and assist with planning, organizing, and facilitating other events for the Home, i.e. awards banquets, etc.
D. Develop and conduct in-service training for staff, interns and volunteers on chemical dependency topics and issues as requested

III. Qualifications

A. Licensed Counselor (LPC, LPC-Intern, LMSW)
B. Master’s Degree, required
C. Chemical Dependency treatment experience preferred (LCDC)
D. Knowledge and experience with various chemical dependency models (i.e, 12 step, CBT, Motivational Interviewing)
E. Working with co-occurring experience strongly preferred
F. Practice from a client centered, trauma informed perspective
G. Basic knowledge of resources available for women in this community
H. Ability to work as a member of a multi-disciplinary team
I. Valid Texas Driver’s License

IV. Physical Requirements:

Person in this position must be able to sit, stand, bend, stoop and use desktop technology for long periods of time. They must be able to lift up to 20 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Acknowledgment of receipt and understanding of job description

I have read and I have reviewed my job description with my primary supervisor.

__________________________________________  ____________________________  _____________
Employee Signature                         Printed Name                          Date

__________________________________________  ____________________________  _____________
Supervisor Signature                       Printed Name                          Date