

NEW LIFE COMMUNITY SERVICES (NLCS), SANTA CRUZ, CA

JOB DESCRIPTION

Title: Counselor	Date Written: 10/2017
Supervisor: Clinical Supervisor	Last Reviewed/Revised Date: 10/2017
Exempt	Approved by: Anna Phillips, MA, Executive Director

JOB SUMMARY: Under the supervision of the Clinical Supervisor the Counselor functions as the primary support for assigned clients and night therapeutic groups. The counselor is responsible for all general case management services for all assigned clients and to assist in the general delivery of therapeutic services to the residential and out patient population as a whole.

ESSENTIAL DUTIES

- Manage a client caseload.
- Conduct full intake and assessment.
- Charting: this includes, case management notes, group notes, counseling notes, and other clinically appropriate documentation as needed to reflect client care. This must also be done in a timely manner in order to remain contract compliant.
- Support client development of treatment plans and goal setting during treatment and in transition to the community.
 - Additionally, ensure that treatment plans are updated and submitted to clinical supervisor in appropriate time to be compliant with contracting agencies.
- Conduct crisis intervention.
- Provide individual, family and group counseling.
- Provide referrals to outside organizations, such as psychiatry, employment resources, etc.
- Complete Status reports as requested by clients, courts, and probation/parole officers.
- Perform random drug testing as needed.
- Support and complete client discharges to ensure appropriate therapeutic support
- Data entry in to appropriate electronic record systems, such as AVATAR and ARMS.
- Attend all weekly team meetings, supervision, and trainings.
- Consult with an Clinical Supervisor or senior management as needed or required.

SECONDARY DUTIES

Perform other tasks as assigned by supervisor, as needed in emergencies, or supporting other staff with supervisor approval.

EDUCATION REQUIRED:

- Bachelor's Degree in psychology, drug and alcohol counseling or other closely related field, preferred
- Completion of a Drug and Alcohol counseling program

LICENSES/CERTIFICATIONS REQUIRED:

707 Fair Avenue, Santa Cruz, CA 95060 www.NewLifeSC.org 831.427.1007

New Life Community Services responds compassionately to human suffering and need by providing treatment for addiction and support for families, together with counseling, education, and training.

We are a 501(c)(3) non-profit. Your gifts may be tax-deductible. Contact your tax professional. Tax ID 94-2898338

- Counselor Certification with valid accreditation body such as CCAPP or CAADE, or a registered MFT or MSW intern with Board of Behavioral Sciences.
- The following are required for STOP clearance and may be acquired after start of employment:
 - Live Scan security background check, current CPR/First Aid certification, TB test, drug counselor certification or verification of education (transcript, copy of diploma).

EXPERIENCE REQUIRED:

- Three years of experience in the recovery field.

KNOWLEDGE REQUIRED:

Basic knowledge concerning substance abuse screening and referral. Knowledge of addiction, abuse, trauma, mental health, special needs, and the signs thereof. Knowledge of pertinent laws, regulations, and best clinical practices with a focus on high quality.

QUALIFICATIONS:

Bilingual (Spanish/English) preferred but not required; Market knowledge

SKILLS/APTITUDES/TEMPERMENTS:

- Ability to present information or ideas clearly in English, both orally and in writing. This includes ability to proofread and use correct spelling, grammar and punctuation, and ability to write correspondence and memos.
- Ability to understand and follow instructions, reason and make judgments as they relate to the job or situation.
- Ability to interface effectively with all levels of employees, the public and with clients; to diffuse hostility when needed.
- Moderate proficiency and/or willingness to learn computer skills is necessary. This includes Microsoft Office, Office 365, Google Apps, and other Web applications.
- Ability to problem solve and resolve conflicts especially in high pressure situation.
- Ability to adapt to situations and understand other's feelings and personal viewpoints.
- Ability to work with and relate to other professionals.
- Ability to work and function as a team member.

JOB REQUIREMENTS

The Counselor is available at all times during their shift to manage client needs and provide appropriate clinical support.

JOB SETTING

The job is performed in an enclosed climatically controlled office. Work is completed both independently and within a clinical team, which includes other counselors, technicians, Clinical Supervisor, and Medical Director.

AGENCY Mission and Vision Statements

Mission Statement: New Life exists to provide state of the art addiction treatment and human support services by providing professional, compassionate counseling from a supportive Christian perspective to those who are disenfranchised individuals and families of society by treating the whole person and developing ongoing participation in community.

707 Fair Avenue, Santa Cruz, CA 95060 www.NewLifeSC.org 831.427.1007

New Life Community Services responds compassionately to human suffering and need by providing treatment for addiction and support for families, together with counseling, education, and training.

We are a 501(c)(3) non-profit. Your gifts may be tax-deductible. Contact your tax professional. Tax ID 94-2898338

Vision Statement: Be a leader and resource for the community and international church in regards to addiction treatment and spiritual growth.

PHYSICAL DEMANDS

The job is primarily sedentary with walking and standing as is necessary to carry out the job duties. Normal lifting and/or carrying is limited to approximately 15 lbs., with occasional lifting up to 25 lbs. Heavier items are moved by using proper material handling equipment, assistance from another person or by work order request.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform the required tasks.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

My signature acknowledges that I have read and understood the job description.

Signature

Date

707 Fair Avenue, Santa Cruz, CA 95060 www.NewLifeSC.org 831.427.1007

New Life Community Services responds compassionately to human suffering and need by providing treatment for addiction and support for families, together with counseling, education, and training.

We are a 501(c)(3) non-profit. Your gifts may be tax-deductible. Contact your tax professional. Tax ID 94-2898338