**Hope – Empowerment – Purpose**

**Make a difference!**

**Cobb County Community Services Board**offers a generous benefits package for **full time employees**, which includes employee Retirement Plan, Paid Holidays, Paid Time Off (PTO); Health, Dental, Vision, Legal, Short Term Disability, Long Term Disability, Critical Illness (AFLAC), Life Insurance, Flexible Spending Account and Dependent Care Account.

**JOB TITLE**: Substance Use Counselor

**PROGRAM**: Assertive Community Treatment

**FLSA STATUS:** Non-exempt

**REPORTS TO**: Program Supervisor

**JOB SUMMARY**: Participates as a member of an interdisciplinary treatment team serving individuals with severe and persistent mental illness. Provides case management and crisis interventions with individuals. Provides direct care in a recovery focused environment. Provides substance abuse counseling, assessment, treatment planning and coordinating with ACT individuals.

**DUTIES AND RESPONSIBILITIES**:

**Job duties Percentage of Time**

* Substance Abuse Assessments and Counseling - 30%
* Crisis Management - 20%
* Maintaining accurate treatment records - 30%
* Participates in Treatment team meetings and reviews - 10%
* Completes Trainings - 10%
* Direct Care – Relapse prevention and intervention, provides assessments and utilizes ASAM levels to determine appropriate levels of are, monitors individuals progress to determine ongoing treatment needs, uses strengths based and trauma informed care.
* Administrative – Collect and review referral information, coordination of individual care, attends necessary treatment team meetings, complete necessary summaries and reports based on program requirements.

**KNOWLEDGE, SKILLS & ABILITIES**

* Knowledge of CRF-42/HIPAA and compliance standards.
* Assessment tools {ANSA/CANS, CSSRS, ASI}.
* Understanding of recovery principals.
* Knowledge of evidence based practices within the service provision.
* Knowledge of addictive diseases.
* Knowledge of Community support programs.
* Maintains electronic medical records.
* Crisis and relapse intervention management.
* Person centered planning.
* Exceptional time management skills and attention to detail.
* Microsoft Office.
* Collaborative documentation.
* Meet agency productivity standards while maintaining a high quality of therapeutic care.
* Effective Communication both verbal and written.
* Recognize, analyze and problem solve.

**PERFORMANCE INDICATORS**

* Complete 100% of productivity standards monthly.
* Complete 100% of documentation standards daily.
* Complete 50-100% of ASI’s needed for individuals served {percentage based on 1 or 2 SA counselors}.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* Exposure to hot, cold, wet, humid or windy conditions caused by weather while traveling from office to field visit.
* Sit for long periods of time.
* Bend or twist their body.
* Occasional lifting up to ten lbs.
* Must be able to work in climate controlled environment
* Requires interaction with co-workers, residents and vendors
* Ability to climb up and down building stairs

**MINIMUM QUALIFICATIONS**:

1. Education – High School Diploma/GED
2. Licensure/Certification – CAC, CADCI
3. Experience – Minimum two (2) years providing direct service to individuals with substance use disorders.
4. Other - Criminal background check clearance, official academic transcripts, valid driver’s license/ID, drug screen, TB test

**PREFERRED QUALIFICATIONS:**

1. Education – Bachelor’s Degree
2. Licensure/Certification – CADC I
3. Experience – Three (3) years in the field providing direct service to individuals with substance use disorders.