

# Holy Family Institute

## Independently Licensed Part-time D&A Counselor

### SHORES PROGRAM

**Reports to:** SHORES Clinical Supervisor

**Hours:** Part-time, 20 hours per week (varied, some evening and/or weekend hours required)

**Locations:** Throughout Allegheny and Beaver Counties

**General Statement of Duties:** The Licensed D&A Counselor will provide drug and alcohol outpatient level treatment for children, adolescents and adults for the SHORES D&A program. Counseling sessions to take place in client home or school settings.

**Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Provides a **minimum of 10 billable hours** of services to clients weekly.
3. Carries a case load and works as the primary counselor for identified clients.
4. Identifies family treatment issues and makes outside referrals when indicated.
5. Develops time limited, goal-directed treatment plans.
6. Provides goal-directed, strength-based therapy as defined by the treatment plan.
7. Completes required documentation within agency standards, and submits documentation to the Clinical Supervisor on a weekly basis.
8. Attends all mandatory trainings and completes state mandated 25 hours of training per year.
9. Maintains client confidentiality.

**Minimum Qualifications:** Candidates must be licensed by PA State Board as LPC or LCSW and be credentialed with private insurance companies, specifically Highmark. Non-licensed clinicians will not be considered. Candidates must have a valid PA driver's license and current Act 33/34 and FBI clearances. EOE

**Salary: \$17.30/hour**

**Send resume and cover letter to [recruiter@hfi-pgh.org](mailto:recruiter@hfi-pgh.org)**