HOLY FAMILY INSTITUTE
Assessment Specialist
SHORES PROGRAM

**Employer:** Holy Family Institute  
**Reports to:** SHORES Facility Director/Clinical Supervisor  
**Hours:** Full-time Monday-Friday with varied hours; must be flexible in scheduling to satisfy the needs of the clients. Assessment Specialist must be able to work **12 pm to 8 pm up to 3 days per week and 10 am to 6 pm the other days.**

**General Statement of Duties:** Provide drug and alcohol assessment services to clients and families throughout Allegheny and Beaver Counties.

**Essential Functions:**
1. Promote the philosophy and mission of H.F.I. in the provision of services.
2. Assess client and family problem areas and identify the resources for resolving their problems.
3. Assess drug and alcohol treatment needs of clients and their families and make level of care determination.
4. Assure that all services provided to client and families are goal focused.
5. Provide a **minimum of 16 billable hours** (8 two-hour assessments) weekly.
6. Complete all electronic assessment paperwork in Evolv including ASAM/PCPC and develop preliminary treatment plans.
7. Carry a small caseload of clients when necessary if referrals are low.
8. Document all activities provided to client/family.
9. Participate in on-going D/A program development and quality assurance.
10. Develop and increase personal skills in providing drug and alcohol services to client and family.

**Minimum Qualifications:** Master’s Degree in Human Services area with a knowledge of addiction, child development, family dynamics, and a minimum of 2 years experience in counseling/assessment with drug and alcohol, individual and family, in-home and/or residential clients. Prior assessment experience and knowledge of insurance providers is preferred. CAC or willing to work toward PCB certification. LPC or LCSW is preferable. Must have a valid Pennsylvania driver’s license, current Act 33/34 and FBI clearances. Additionally, must have use of a car during work hours and be capable of visiting families in their homes and schools. EOE

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