

GAUDENZIA ERIE, INC.

JOB DESCRIPTION

POSITION: COUNSELOR 1

FLSA STATUS: NON-EXEMPT

General Policy:

Distinguishing Features

Completion 90-day orientation

This individual is capable of performing independent work in the therapeutic care, treatment and rehabilitation of persons within the program. This individual plans and conducts therapeutic activities and counsels therapeutically with clients on an individual and group basis. He/she must be capable of understanding the full continuum of care. In addition, this person must have a broad understanding of how a therapeutic program operates and how each client moves along in the treatment system.

Duties may include, but are not limited to: carrying out tasks in the therapeutic care, treatment and rehabilitation of persons with chemical dependency and/or mental health problems; facilitating and supervising individual and group counseling; working with other social agencies, FAP, SAP and managed care organizations, hospitals, clinics, courts, prisons and gatekeepers in planning to meet the needs of clients and assist them in utilizing these resources; preparing treatment plans, histories, writing letters, making reports and keeping records; encouraging, reassuring and giving needed support; recommending educational and occupational training and/or possibilities for placement; providing assessment and evaluations based on appropriate criteria.

Work is performed in accordance with established regulations, policies and procedures, but employees are expected to exercise significant initiative and independent judgment in discharging duties. Work is reviewed by the Program Director and/or Clinical Supervisor through an evaluation of the completion of assignments through independent and group supervision.

Duties and Responsibilities

1. Continue special training in areas designated by the Supervisor.
2. Keep records such as bio-psycho-history and assessments, evaluations and keep client case records current according to the established guidelines.
3. Ensure collection of urine samples.
4. Attend, participate, and when necessary, help facilitate special events, such as retreats, trips, workshops, etc.
5. Be a role model for pro-social behaviors.
6. Be available for weekend and/or evening duty.
7. Be responsible for a full client caseload.
8. Attend all staff meetings.
9. Support and demonstrate adherence to Gaudenzia's Code of Ethics, Code of Conduct and all personnel policies and procedures.
10. Maintain a valid driver's license and appropriate professional certificates and credentials.
11. All other duties as described in the Unit Unique Job Description or as assigned by the Program Director and/or the Program/Clinical Supervisor.

Equipment and Working Conditions

All materials and equipment necessary to perform job functions are provided. Staff members can be transferred if it has been decided it is in the best interest of the agency and will enhance services provided.

Required Knowledge, Skills, and Abilities

- Working knowledge of the basic principles, philosophies, practices, and procedures of Gaudenzia.
- Knowledge of the bio-psycho-social characteristics and manifestations of chemical dependency and/or mental illness.
- Knowledge of individual and group behavior and the effective ways of working with people to produce ongoing recovery.
- Ability to work effectively with people and aid them in adjusting to their specific problems.
- Ability to identify the needs of clients and to gain their confidence and cooperation in assisting them to obtain their goals.
- Ability to establish and maintain effective working relationships with clients, other members of staff, outside agencies, institutions, and the general public.
- Ability to successfully work with others from various cultures and backgrounds.

Job Path

The job path is Counselor 2 with completion of educational and/or experiential requirements. This individual will be evaluated on an annual basis (please refer to the Personnel Manual). Salary increases and promotions will be based on quality of performance, seniority and length of experience. If it is brought to the attention of the Program, Division, Regional or Executive Director that this individual has become ineffective in executing his/her responsibilities, the agency reserves the right to terminate employment.

Minimum Requirements

Education/Training: A minimum of an Associate’s degree or full certification as an Addictions Counselor.

Experience: Associates Degree: Two (2) years.
 Bachelors Degree: One (1) year.
 Masters Degree: Approved practicum.
 Certified Addictions Counselor (CAC): Two (2) years.
 All experience must have been performed in the Human Services field.

Sobriety: If recovering, two (2) years sobriety.

Substitutions: No substitutions may be made.

Training: Must successfully complete annual training requirements of 25 hours per year.

Americans with Disabilities Act

As with all positions at Gaudenzia Erie, Inc., we recognize the importance of accommodating individuals with disabilities. In that, we are committed to every extent possible to accommodating disabled individuals. We recognize the Americans with Disabilities Act of 1991 and understand the need to reasonably accommodate employees. All accommodations will be evaluated on a case by case basis considering the essential functions of the position.

Employee Signature

Date

Supervisor Signature

Date