HOLY FAMILY INSTITUTE
Addiction Specialist
SHORES PROGRAM

Employer: Holy Family Institute
Reports to: Facility Director
Hours: Full-time; must show flexibility in scheduling to satisfy the needs of the clients. Some evening hours are required. Territory includes East End, McKeesport, Monroeville, Glassport, Braddock and other areas east of the city.

General Statement of Duties: Provide outpatient drug and alcohol counseling services to client and their families.

Essential Functions:
1. Promote the philosophy and mission of H.F.I. in the provision of services.
2. Carry a caseload of outpatient D&A clients seen for sessions in home, school and residential placement facilities.
3. Provide individual, family, and group sessions as needed.
4. Conduct D&A psychosocial assessments as needed.
5. Develop and implement treatment plans with clients using a Motivational Interviewing approach.
6. Provide a minimum of 22 billable hours weekly of direct service to clients on assigned caseload.
7. Document all activities provided to client/family.
8. Provide D&A information to staff of agencies/schools as needed.
9. Assure the completion of treatment discharge process.
10. Train new part-time counselors/interns as requested.
11. Participate in on-going D/A program development and quality assurance.
12. 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 child development, family dynamics, and a minimum of 1 year experience in counseling with drug and alcohol, individual and family, in-home and residential clients. Willing to work towards PCB Certification. Must have a valid PA 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. EOE