**HOLY FAMILY INSTITUTE**  
*Addiction Specialist*  
**SHORES PROGRAM**

**Employer:** Holy Family Institute  
**Reports to:** SHORES Facility Director  
**Hours:** Full-time; must show flexibility in scheduling to satisfy the needs of the clients. Some evening hours are required. Territory includes but is not limited to the North side, West End, Robinson, Imperial, Crafton, Moon, Coraopolis and other areas north or west 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 in Evolv.
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 clients and families.

**Minimum Qualifications:** Master’s Degree in Human Services area with a knowledge of substance abuse, child development, family dynamics, and a minimum of 1 year of counseling experience. Must be 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

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[www.hfi-pgh.org](http://www.hfi-pgh.org)