The Salvation Army Harbor Light Center
Job Description

*Job Title:* Residential Alcohol and other Drug Counselor

*Supervisor/Department Head:* Clinical Supervisor

*Non-Exempt*

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**Job Summary:**

Responsible for all aspects of resident care throughout their treatment experience. Successfully manage an active case load for (8) eight alcohol and other drug residents of the Harbor Light Center program. Assist in all aspects of recruitment, evaluation, assessment, intake, ongoing (individual and group) counseling. Strong verbal communication skills and written documentation skills required. Utilize BDAP Licensing regulations as a boiler plate for all documentation and related requirements. Must meet the Pa. Department of Health, Bureau of Drug and Alcohol Program Staffing requirements, Act 33 and/or 34 clearances. Prefer a valid PA driver’s license at time of hire. Must have a valid driver’s license by the completion of (90) ninety-day probationary period. Although this hourly position is (40) forty hours per week, the position may from time to time necessitate additional work (approved) hours.

**Essential Duties and Responsibilities:**

- Seek out interested, eligible candidates for admission into the residential and/or outpatient alcohol and other drug treatment program.

- Complete within (24) twenty four hours of admission all intake and admission forms including initial assessment and treatment plan of residents (Allegheny County, Medicaid, Value, Community Care, Alma Illery, Veteran’s Administration and others - within and outside of Allegheny County - contracted entities).
  - Secure a medical exam for new residents (if needed) within the first three days of admission.
  - Explain consent forms and obtain signatures.
  - Complete Chemical, Psychosocial and Family History.
  - Review and discuss entire orientation packet (read for non-readers) and obtain signature of compliance.
• Set-up an appointment with Primary Counselor for Treatment Plan for second day.

• Acts as primary counselor to residents.
  o Provide individual and group alcohol and other drug counseling.
  o Provide legible, timely, and appropriate written documentation service record for each resident as outlined by BDAP Licensing requirements.
  o Search out training and education opportunities from community resources.
  o Provide instruction in social and other daily living skills to residents.
  o Assist resident set goals to attain independent, self-sufficient living situation.
  o Assist resident search for full-time employment.
  o Assist resident search out permanent housing.

• Provide and establish capability to track and follow-up with residents for at least (1) one year after completing program.

• Facilitate a minimum of two (2) psycho-educational and a minimum of four (4) treatment groups per week.

• Monitor resident recreation (at a minimum) weekly.

• Facilitate Friday Rap Sessions.

• Responsible for implementing an on-going treatment model and philosophy for the Center. (Reality Therapy in combination with a strong introduction and orientation to the twelve-step program of Alcoholics Anonymous and Narcotics Anonymous; following the disease concept of addiction.)

• Responsible for ensuring state-mandated clinical standards to maintain state licensing of the facility.
  o This includes review of case documentation and staff training.
  o Responsible for correction of any non-compliance areas noted in the annual state review.

• Responsible for mandating disciplinary/rehabilitation action to residents in the instance of treatment non-compliance.
**Additional Responsibilities:**

- Work a minimum of (1) one Saturday per month, taking the preceding Friday off. Take Phase I residents on field trip.
- Work a minimum of (3) three holidays/year.
- Participates in daily clinical meeting and weekly supervisory/counselor team meetings.
- Other duties as assigned by the Program or Clinical Director as the program develops.
- On occasion may be interacting alone and/or supervising children of client families

**Knowledge, Skills and Abilities:**

- Individual and Group skills necessary.
- Strong oral communication and written documentation skills.
- All three PA Clearances required upon employment and thereafter upon renewal date: PA Child Abuse History Clearance, Request for Criminal Record, and Fingerprint based federal criminal history.
- PA Mandated and Permissive Reporting and The Salvation Army’s KeepSAfe training required

**Education and Experience:**

- Master’s Degree in social work or related field or Bachelor’s Degree in social work or related field with two years of related work experience
- Certified Addictions Counselor (CAC) a plus
- Experience in mental health and homelessness a plus
- References required
- Complete twenty-five (25) hours of continuing education to meet CAC/state licensing requirements annually
- Current PA Driver’s License preferred at time of hire. Current Pa. Driver’s License required by completion of (90) ninety-day probationary period.
“This position is funded through and contingent upon continued governmental funding.”

This position description in no way states or implies that the foregoing are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties as requested by his/her supervisor.

I have read and understand the duties of counselor, which are contained within this position description. (This job description is subject to change as deemed necessary by The Salvation Army.)

Acknowledgement of Religious Purposes of the Salvation Army

The employee acknowledges that he/she has been informed and understands The Salvation Army’s religious purpose and status as a church. The employee agrees that he/she shall do nothing in his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her work related conduct must not conflict with, interfere with, or undermine such religious programs or The Salvation Army’s religious purposes.

Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

I have read and understand the job description set forth above. I agree to carry out the responsibilities associated with the position. Furthermore, I have read and will work in accordance with the mission statement set forth above.

Employee Signature ___________________________ Date ____________

Clinical Supervisor ___________________________ Date ____________

(Initial)
Institutional Services Director

Initial Copy Received ____________

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