

MAUI BEHAVIORAL HEALTH RESOURCES

JOB DESCRIPTION

SECTION: AH/MFRC
FLSA: Non-exempt
PROGRAM Substance Abuse

NUMBER: JD-00-252 PS 32720015
SUBJECT: Counselor 2 CSAC
REVISED: 06/15/16

We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the agency to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

SUMMARY:

Under the direction of the Program Director or Clinical Director, is responsible for the primary treatment and management of clients. Scope of responsibility may include any of the 12 core functions of a Certified Substance Abuse Counselor. This position may work in residential services, outpatient services; drug court and school based programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Carries caseload of clients and assumes primary responsibility for them.
2. Completes a thorough assessment utilizing approved instruments and diagnostic summaries.
3. Prepares and maintains case records, reports, and forms, performs case follow-up and closing, and performs other administrative tasks as required. Assures the over-all compliance and completeness of all legal forms and documentation in client files of assigned caseload. Develops and implements comprehensive individual and family treatment plans and modifies treatment plans to comply with changes in client status.
4. Documents services rendered during intake and screening interviews, counseling and therapy sessions, referrals and follow-up.
5. Facilitates (or co-facilitates) group, individual and family counseling sessions.
6. Assists with quality assurance by participating in weekly treatment team case meetings and presenting information gathered from diagnostic evaluations.
7. Collaborates with courts, probation officers, community services and other post-treatment agencies.
8. Provides supervision for clients while in program.
9. Facilitates (or co-facilitates) skill building and educational sessions for clients and their families.
10. Maui Youth & Family Services Counselors drives youths in the Agency vans.
11. Attend all required meetings, trainings and supervision.
12. Adheres to Code of Ethics in Employee Handbook and to the ethical standards of their profession.
13. Adheres to Agency policies and procedures.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by supervisor.

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SUPERVISORY RESPONSIBILITIES:

None.

COMPETENCY:

To perform the job successfully, individual should demonstrate the following competencies:

1. **Adaptability/Flexibility:** Open and receptive to appropriate change within the organization and has an ability to manage and shift priorities as needed to incorporate new approaches, methods and techniques within the agency. Provides input for change efforts and willingly supports change.
2. **Judgment/Decision Making:** Able to form a sound opinion by careful study of available facts and opinions.
3. **Attendance/Punctuality:** Consistently arrives on time for work, meetings, and trainings. Attendance supports ability to fulfill job requirements.
4. **Cooperation/Teamwork:** Works cooperatively across organizational boundaries to achieve shared goals. Possesses an understanding of team dynamics and provides tangible contributions to teams, fosters collaboration and creates an environment of mutual trust and respect.
5. **Creativity/Innovation:** Able to improve methods, procedures, etc. by new ideas. Ability to conceptualize and implement new ideas to improve services and procedures.
6. **Communication:** Effectively shares ideas, thoughts, information and feelings with a diverse range of audiences to develop two-way communication and understanding. Able to speak, listen, and write in a manner consistent with good communication skills and displays effective emotional regulation.
7. **Initiative/Work Management:** Manages and organizes resources to achieve a standard of excellence in outcomes. Also self monitors on-going performance and looks for ways to improve processes, procedures and documentation. Able to identify and take the first step in tasks that needs to be done.
8. **Reliability/Dependability:** Degree to which employee can be relied on to carry out instructions and follow through with job-related duties.
9. **Professional Growth:** Continues to grow in skill and knowledge as reflected by contributions on the job.
10. **Cultural Sensitivity:** Demonstrates competence in dealing with people of varied ethnic and socio-economic backgrounds.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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CERTIFICATE/LICENSE/REGISTRATION:

1. State of Hawaii Substance Abuse Counselor Certification
2. CPR/FA Certification
3. Current driver's license, clean driving abstract and current car insurance.

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.EDUCATION AND/OR EXPERIENCE:

1. HS Degree or BA degree from an accredited college or university and at least two years of paid work experience in substance abuse treatment.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly requires sitting and working at a computer work station, concentration and alertness, attention to detail, writing and composing correspondence, preparing, and proof reading progress notes or reports.
2. Requires intermittent standing and walking, climbing steps or stairs, use of computer keyboard (finger coordination), reaching, eye-hand coordination, speaking and talking to co-workers, clients and community resources.
3. Occasionally requires light lifting, stooping, kneeling, bending, twisting, pushing/pulling up to 21-50 lbs., walking or commuting to other work sites, and meetings within the community as necessary.
4. Visual capabilities required: good to excellent vision, wide field of vision, depth perception, accurate color vision.
5. Job involves approximately 8 hours indoors and minimal hours outdoors.

Employee: _____

Date: _____

Print Name: _____