Title: Counselor – Substance Abuse

FLSA Class: Exempt        EEO Category: Professional        WC Class: 8861
Job Title #080016        Salary Grade:        Purchase authority: 0

Date Approved: 11/27/2019

Revision Date:

Revision

Licensure: Certified Reciprocal Alcohol & Drug Counselor (CRADC)

Purpose of Position

The Substance abuse Counselor is a school-based position designed to provide critical interventions to students that are facing challenges with substance use. The position focuses on prevention and response to behaviors that may induce substance use in adolescents. The Substance Abuse Counselor reports to the Program Manager.

Major Duties (*Essential Element)

- Provide one-on-one counseling sessions to students that promote abstinence from substance use and help to alleviate and manage symptoms *
- Develop comprehensive treatment plans that promote holistic interventions *
- Provide case management services to assist students in overcoming barriers to success *
- Provide psychoeducation and support to families of students with substance use challenges *
- Facilitate trainings and presentations designed to promote abstinence and substance use awareness *
- Document services in a timely manner using an electronic records system *
- Work as part of an interdisciplinary team to support student success *
- Other duties as assigned for the betterment of Great Circle
Competencies

- **Judgment** – ability to make thoughtful decisions in a timely and confident manner
- **Execution & Results** – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- **Customer Focus** – properly interacts with others, the ability to work independently or with a team, ethically minded
- **Motivation & Work Ethic** – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner.

Required Education and Experience

- Master’s Degree in Social Work, Counseling or related field
- Certified Reciprocal Alcohol & Drug Counselor (CRADC)
- Two (2) to four (4) years’ experience in the substance use field
- Two (2) to four (4) years’ experience providing services to youth
- Experience facilitating group sessions and trainings
- Experience working with at-risk student population
- Experience working as part of an interdisciplinary team
- Experience in treatment planning and service documentation
- Experience working with students that present with behavioral challenges

Preferred Education and Experience

- Missouri Licensure - Provisional Licensed Professional Counselor (PLPC), Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), or Licensed Clinical Social Worker

Qualifications

- Possesses a current, valid MO driver's license and meets the Great Circle requirements for driver’s insurance
- Strong communication, interpersonal, and computer skills
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to use independent judgment and manage confidential information
- Ability to operate in a challenging, ever-changing, multidisciplinary team environment
- Excellent interpersonal skills
- Self-motivated, organized and disciplined

Working Conditions

Office or school environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal
computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Budget Responsibility**

None

**Supervisory Responsibility**

None

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: ____________________________ Date: __________

Employee signature: ____________________________