



Position Description

Title: Therapist I – Substance Abuse		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title : 075001	Salary Grade: 3	Licensure: PLPC, PLCSW
Date Approved: May 3, 2017		
Revision Date:	Job Class: - Education	
Revision:	Purchasing Level: 0	

Purpose of Position

Provides therapy to clients (may include individual, group, family) and crisis intervention services. Completes assessments, documentation for services rendered, and case management duties as needed.

Major Duties (*Essential Element)

- Provide clinical counseling services to clients with a focus on those affected by substance abuse and co-occurring disorders. May include individual, family, group therapy and group education*
- Provide crisis intervention as needed*
- Support the clients in their recovery
- Complete various assessments and reports as appropriate such as biopsychosocial, trauma, suicide, substance abuse, etc.
- Formulate and administer treatment plans.
- Document service delivery in formats specified by Great Circle.
- Participate in meetings, staffing, and other appointments with clients as needed.
- Communicate and collaborate with internal and external individuals and groups to provide excellent care, customer service, and cooperation.
- Ensure proper authorizations are in place prior to provision of services*
- Complete authorizations with insurance companies as needed
- Provide consultation on substance abuse issues

Working Conditions

Trauma informed office and classroom environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Meet utilization requirements as established for the program.

Supervisory Responsibility

None

Qualifications

- Knowledge of clinical theory, therapy, and systems.
- Strong customer service focus, excellent time management, oral and written communication skills
- Requires analytical ability necessary to handle moderately complex administrative details such as preparing nonrecurring reports.
- Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail.
- Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds.
- Proficient in Word and email applications.

Required Education and Experience

Master's degree in Social Work or Counseling

PLPC

Preferred Education and Experience

- Experience working in a school
- Working in a Trauma Informed school
- Knowledge of trauma and its impacts on healthy development.
- Full licensure as an LMSW
- Knowledge of substance abuse and co-occurring disorders