

NAME: **Vacant**

TITLE: **Contract Certified Alcohol Drug Counselor (CADC)**

POSITION DESCRIPTION

GENERAL SUMMARY

The Contract Certified Alcohol Drug Counselor reports directly to the Program Manager. The incumbent is responsible for providing confidential addictions counseling, education and support to individuals, families and the community served by Empowerment Resource Center's (ERC) Integrated Care Partnership of Metro Atlanta (ICP) program. The incumbent will facilitate individual and group counseling to include, but not limited to, substance abuse awareness, treatment readiness, and relapse prevention. Services include substance abuse and psychosocial assessments and documenting individual progress, as it relates to individual goals and objectives. The Contract Certified Alcohol Drug Counselor should be familiar with other services and resources in the community. The Contract Certified Alcohol Drug Counselor will work closely with ERC staff to provide information and support when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of chemical dependency treatment and the recovery process;
- Have an understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide;
- Ability to speak and present clearly and effectively in a variety of settings;
- Ability to coordinate multiple assignments;
- Exceptional documentation skills;
- Strong team work and team building skills;
- Willingness to engage in continuous learning and training;
- Must exhibit sound analytical thinking, planning, prioritization, problem solving, and execution skills;
- Must have excellent customer service, interpersonal and oral/written communication skills, and a professional demeanor;
- Demonstrated experience working with diverse, medically underserved, high risk populations; and
- Familiarity with Atlanta Metropolitan Area and the State of Georgia is a plus.

DUTIES

- Provide individual and group counseling using Evidence Based Practices;
- Work collaboratively with the patient and appropriate staff to develop a comprehensive treatment plan that addresses priority needs of the patient, desired treatment outcomes, an agreed upon plan of action, and reassessment;
- Participate in preparation for surveys and inspections conducted by CARF, the state, and any other agency site visits as dictated by the state law or regulations;
- Maintain patient records related to screening, intake, treatment, continuing care, progress toward goals and objectives, discharge summary, and treatment outcomes that are accurate, concise, timely, and useful for coordinating treatment team planning, monitoring, and review;
- Coordinate and collaborate with local agencies and organizations necessary to expedite treatment for each patient; and
- Perform other duties as assigned.

EDUCATIONAL BACKGROUND:

- Bachelor's degree in Counseling or a closely related field;
- Education in the 12 substance abuse core functions: screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation.
- A minimum of two years of supervised experience in alcohol and drug counseling.
- A minimum of three years of independent alcohol and drug addiction counseling experience;
- Credentials/successful completion of the ADACB-GA examination, preferred.

COMPUTER SKILLS:

- Microsoft Office & other software: Intermediate to advanced knowledge of Access, Word, Excel, PowerPoint, Publisher, Adobe.
- Electronic mail software — Email software; Microsoft Exchange.
- Experience with utilizing an electronic health/medical records system preferred.

SALARY RANGE: Salary is contingent upon available funding, and is commensurate with experience and qualifications.

JOB LOCATION: The contract position is based in the Atlanta metropolitan area and requires the employee to work at the Empowerment Resource Center.

SCHEDULE: The incumbent will work a minimum of 20 hours per week. The schedule may consist of working on the weekends and in the evenings.

POINT OF CONTACT: HR@ERC-Inc.org , HR Consultant

Empowerment Resource Center values a diverse, respectful, and collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, partners and communities. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families and communities. ERC looks to all staff and contractors to contribute to the effective implementation of programmatic activities.