

Above and Beyond Family Treatment Center Job Description

JOB TITLE: Counselor

Reports to: Clinical Director

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SUMMARY:

This position is primarily responsible for interacting with Above and Beyond clients at whatever point they are at in the Clinical Protocol and counseling them in regard to what course of treatment plan and behavior modifications would best help them in their recovery. The position requires motivational interviewing skills that are used to collect, organize, and analyze information about our clients through records, tests, in-person and telephonic interviews, and through other professional resources for the purposes of developing a treatment plan that will reduce the harm that they are causing to themselves, their communities, and their environments. A counselor must be able to appraise the interests, aptitudes, abilities, personality characteristics, past rehabilitative efforts, and any other pertinent information about the client and their history and patterns of abuse so that a unique treatment program can be designed, with the client's agreement, that fits their current need without prejudice or bias towards and modality in particular. All peripheral and tangential responsibilities of traditional and substance abuse specific counseling are also included in the job responsibilities of the Counselor, examples of which would be the condition, cleanliness, and safety of the room and its contents as well as making certain that all aspects of personal privacy and HIPAA are honored. The Counselor's responsibilities may change, according to the needs of the organization and the strategies of the Director of Clinical Services so a high degree of flexibility will be necessary in the execution and fulfillment of this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for conducting a wide variety of quality sobriety enhancing meetings that meet the standards and expectations of the Director of Clinical Services and CEO of Above and Beyond.

Satisfies both client and management requirements and expectations in an exceptional manner and maintains quality metrics and outcomes that fall within the requirements and Quality Metrics of what Above and Beyond considers acceptable.

Keeps a current log of meetings and attendance with information regarding emergency phone numbers and relevant activities.

Has the fiscal ability to maintain budgeted costs within the parameters specified by management.

Keeps current on all file maintenance, work papers, software input, meeting notes, and related paperwork on a weekly basis. Organizational skills in maintaining a complex calendar are needed.



Is highly organized, flexible and able to work in a wide variety of circumstances involving progressive and positive interaction with all types and levels of clients, external partners, workforce personnel from the initial contact personnel up to, and including, c-level executives and healthcare professionals.

Understands basic principles of recovery and social reintegration and be able to work comfortably with all manners of required forms, laws, regulatory requirements (agile use and knowledge of research techniques is a fundamental requirement).

Is in good physical condition to frequently travel, locally, and do so with no restrictive medical conditions. Since one of the primary meeting rooms is on a second floor, being able to walk up and down stairs, many times with heavy boxes and bags, is essential.

Has ability to handle unforeseen client situations which may involve outbursts or extreme antisocial or dangerous behaviors and bring them under control. Offering safety to our clients is a primary responsibility.

Maintains communication with the home office on a regular basis even during off hours when necessary.

Attends mandatory training at various levels concerning subject matter of management's choice.

SUPERVISORY RESPONSIBILITIES: This job has little to no supervisory responsibilities, though you may be asked to assist in the training of the Primary Counselors from time to time.

COMPETENCIES:

To perform the job successfully, the individual needs to possess the following competencies. Any lack thereof requires an aspirational ability to acquire whatever is missing or deficient:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- Client Service - Manages difficult or emotional client situations; Responds promptly to client needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains

confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Demonstrates group presentation skills.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Initiative - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

QUALIFICATIONS:

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

employee to make known to the employer in an evidentiary fashion.

EDUCATION AND/OR EXPERIENCE:

Bachelor’s degree in counseling or social work from an accredited, verifiable four-year college or university is required with a preference for licensing and/or Master’s Degree or a Certified Alcohol and Drug Counselor certified by IAODAPCA/ICB.

RESEARCH, WRITTEN COMMUNICATION AND PRESENTATION SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMMUNICATIVE SKILLS:

Ability to maintain calm in the face of chaotic or highly charge emotional situations, which may be sustained and unanticipated. Must be able to come forth with personal suggestions, complaints, questions, solutions, or other unnamed but relevant and important personal thoughts and observations without being solicited.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Signed as Read, Understood, and Accepted:

Signator

Date

Witness

Date