

JOB DESCRIPTION

Position Title:	Substance Use Disorder (SUD) Counselor	Department:	Behavioral Health/MAT Program
FLSA Status:	Full time	Reports To:	Clinic Administrator
Salary Range:		Effective Date:	Original 4/2/2021
Approved By:	Chief Executive Officer		

Position Summary

The SUD Counselor is part of comprehensive support team at Mathiesen Memorial Health Center that addresses and supports the prevention, treatment and recovery of opioid use and substance use disorders. The SUD Counselor performs duties normally assigned in the practice of substance use counseling in accordance with approved standards of practice. Provides substance abuse counseling and case management to patients. Adheres to and follows program’s objectives and provides individual/group counseling services and case management.

The care provided to MMHC’s patients is patient-centric and meets the organization’s commitment to delivering safe, high quality, personalized and coordinated care; provides communicative care addressing care needs that is inclusive of patients’ culture, desires, barriers, health education needs and supports self-management. The SUD Counselor works in the team-based model of care, attending and contributing to team meetings.

Essential Duties

1. Provide counseling consistent with evidence-based practices.
2. Assess patients’ needs; perform initial assessment to identify level of care and whole needs so that appropriate treatment plan is made.
3. Evaluates patient behavior and explores patient's interpretation of health needs.
4. Formulate a patient-specific treatment/counseling plan, implement this plan, and revise as appropriate for patient recovery or relapse. Include appropriate referrals and aftercare plans.
5. Manage SUD counseling needs for patients.
6. Provide linkage and referral to in-house and community-based behavioral health, case management and addiction recovery services as needed.
7. Schedule and proactively manage cases as requested.
8. Update treatment plans as appropriate.
9. Provide individual and group counseling sessions either face-to-face or by telehealth.
10. Be part of the implementation of the Screening, Brief Intervention, and Referral to Treatment (SBIRT) process.
11. Appropriately document all patient interaction and data in the Electronic Health Record in a timely, accurate and thorough manner.
12. Record required data into the SPARS (SAMSHA) system for own caseload as well as other patients as requested.
13. Provide individual, family and community health education as needed.

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14. Develop and facilitate Refill/Stabilization group curriculum.
15. Develop and facilitate special groups for patients with specific needs, such as other SUDs, relapse prevention, and trauma.
16. Support the development of Native Recovery at MMHC.

Additional Responsibilities

1. Adhere to the MMHC's Mission, Vision, and Values, Standards of Conduct, HIPAA, and Infection Control principles.
2. Follow all established policies, guidelines, and procedures, including federal and state regulations to assure safe practices and quality of care.
3. Conform to clinic's standardized workflow within the electronic health record (HER) and adapt to clinical documentation updates as instructed. Enters all required data and codes appropriately and accurately and finalizes charts within the timeline specified by MMHC policy.
4. Participate in trainings, meetings, and conferences as assigned by COO, including Interdepartmental Case Management and Continuous Quality Improvement meetings.
5. Participate in continuing education in order to provide the highest quality of care to the patient population.
6. Maintain a current SUD certification.
7. Work with the organization in development and provision of health education for staff and patients.
8. Participate in MMHC programs and/or university programs to precept students, interns, etc. as requested.
9. Perform other related duties as needed or requested by the Clinic Administrator, COO, and/or CEO.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

1. Communicate professionally, succinctly, and effectively with individuals and groups both orally and in writing. Relay thoughts clearly, factually, and completely.
2. Ability to maintain a professional and positive attitude and appearance at all times.
3. Demonstrates operating knowledge of computers; intermediate level ability with Electronic Medical Record (EHR) systems, Word, Outlook, and other required software programs.
4. Ability to meet deadlines and complete assigned projects in a timely efficient manner.

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Education, Skills and Licenses

1. Holds a valid Addiction Counselor Certificate recognized in the State of California such as:
 - Certified Addictions Treatment Counselor (CATC)
 - Certified Addiction Specialist (CAS)
 - Registered Addiction Specialist (RAS)
 - California Certification Board of Alcohol and Drug Counselor (CADCA)
2. Holds a current CPR/BLS with AED certificate.
3. Bilingual preferred.
4. Possess a valid California driver's license.
5. Prefer:
 - a. At least 5 years of experience as substance use counselor in a Behavioral Health clinic/Outpatient setting.
 - b. Experience in a Tribal clinical setting.
6. Experienced and knowledgeable in providing trauma-informed care.
7. Strong skills in assessment and treatment of substance use disorders.
8. Experience coordinating with community partners to access community resources.

Physical requirements

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit climb, or balance and use smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally changing. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

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Work Environment

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

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles; potential low risk to blood borne pathogens. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by _____ Date: _____

Signature

Print Name: _____

Supervisor/Human Resources

Signature: _____ Date: _____

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all-encompassing. Needs and requirements may vary according to business needs or necessity.