



Position Title: Addictions Counselor

Department: Men's Ministries

Reports to: Director of New Life Program

FLSA Status: Non-Exempt, Hourly

Job Type: Full-Time

Compensation: \$40,000 – \$45,000 annually, commensurate with experience

Job Summary

Reporting to the Director of the New Life Program the Addictions Counselor provides confidential addictions counseling to New Life Program participants. This role is responsible for conducting evaluations and assessments to formulate treatment plans for program participants, and facilitating groups and classes as part of the therapeutic environment.

The Addictions Counselor may also be asked to fill in for the Program Director in their absence.

Responsibilities

Essential Functions:

- Conduct assessments and develop treatment plans.
- Facilitate drug and alcohol education groups for New Life Program participants.
- Conduct psychosocial evaluations for program participants as part of treatment planning and ensure program is compliant with HUD grant requirements.
- Facilitate group therapy, individual counseling, educational class sessions, aftercare planning, and follow-up groups.
- Perform case management duties for participants assigned to case load.
- Perform referral services as deemed appropriate by the supervisor.
- Prepare progress reports for attorneys, court, probation department, and others.
- Prepare and maintain participants' case files.
- Participate in weekly Treatment Team meetings.
- Keep Director updated on participants' current status and immediate needs.

Non-Essential Functions:

Marginal duties as assigned.

Education & Experience

Bachelor's degree in Counseling, Social Work, Psychology, Theology, or a related field. A current drug and alcohol credential certification from an accredited board is a plus. Candidates must have a minimum of two years' experience working in the recovery field, having had direct one-on-one contact with substance abusers.

Skills & Abilities

- Knowledge of addictions counseling theories and practices.
- Knowledge of the addictions assessment, intake, and orientation process.
- Strong understanding of ethics and confidentiality.
- Proven ability to establish rapport with participants.
- Familiar with the purpose and implementation of a basic psychosocial assessment.
- Experience with persons dealing with addictions and recovery.
- Ability to complete an OAP form.
- Ability to work as part of a team focused on providing, evaluating, and implementing a quality drug and alcohol program.
- Ability to conduct group counseling for up to 10 participants.
- Ability to manage case files independent of Director.
- Strong computer skills, including proficiency with Microsoft Office: Word, Excel, PowerPoint.
- Excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal and written communication skills.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, in order to maintain the integrity of the department.
- Ability to prioritize work and multitask while adhering to deadlines.
- Ability to take responsibility, to work well as a team member, and to work independently without supervision within the scope of normal duties and responsibilities.
- Adaptable and flexible to situations and priorities.

Physical Demands

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Contact with computer screen for long periods of time is required.

Benefits

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch