Title: Licensed Addiction Counselor

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Evaluates and treats patients/clients (including walk-ins) within licensed scope of practice; evaluates and treats mental illness and substance abuse, treats or appropriately refers patients, for specialty evaluation and treatment, provides preventive health/lifestyle advice and case management, and provides consultation to other staff.
2. Participates in multi-disciplinary, team-based care of patients/clients.
3. Provides consultation to other members of primary care and behavioral health care teams.
4. Participates in training, reporting, and other requirements of various grant supported programs implemented by [CHC] and partners.
5. Participates in the student and/or other clinical discipline training activities at the center.
6. Participates in the formation and evaluation of applicable protocols.
7. Maintains continuity of care when health center patients utilize other health care facilities, i.e. referrals, emergency room services, outpatient departments, specialty clinics, and inpatient services.
8. Provides documentation according to health center procedures and follows up on results.
9. Participates in staff meetings, including quality assurance and behavioral health audit activities in keeping with health center procedures.
10. Participates in 24-hour on-call behavioral health after hours coverage, including at a minimum one weeknight per week and one weekend every three when call is implemented by regional medical director.
11. Participates in on-site and off-site outreach and continuing education programs and ensures training to maintain license and to meet the needs of the population.
12. Adheres to all [CHC] Policies and Procedures.
13. Participates in performance optimization and risk management activities as required.
14. Cooperates and abides by all elements of [CHC]’s Compliance Program.
15. Provides exceptional customer service and models the mission of [CHC] when interacting with internal and external stakeholders promoting a positive image for the health center.
16. Performs other duties as assigned or required with or without prior notification.

**MINIMUM JOB QUALIFICATIONS:**

Education/Certificates/Licenses:

**Required**

* Associate’s of Arts or Applied Science degree in alcohol and drug studies or substance abuse from an accredited college or university
* Licensed in [State] as an addiction counselor
* BLS Certificate (or obtain within 6 months of hire)
* Valid driver’s license

**Preferred**

* Master’s degree in alcohol and drug studies (Psychology, Sociology, Social Work, Counseling or a related field from an accredited college or university

Experience:

**Preferred**

* Experience in ambulatory setting
* Experience in diverse culture

Competencies:

* Collaboration skills
* Consultation
* Customer/client focus
* Flexibility
* Interpersonal skills
* Strategic thinking
* Stress management/composure
* Teamwork
* Time management skills