

Big Island Substance Abuse Council

Position Description

Title: Substance Abuse Counselor II
 Reports to: Director of Substance Abuse
 Department: Outpatient Services
 Status: Non-Exempt

Last Reviewed: 08/28/2024

POSITION SUMMARY	
<p>The Substance Abuse Counselor II is a qualified staff member who is responsible for assisting and conducting assessments and refers for proper placement into appropriate programs. Assists with the intakes and orientation process of clients. This staff member is also responsible for maintaining a case load.</p>	
POSITION QUALIFICATIONS	
Minimum Education	High School diploma/GED, Bachelor's Degree in related field
Preferred Education/Experience	Bachelor's degree in related field with individual written plan on file to attain Hawaii State Certified Substance Abuse Counselor (CSAC) certification (2 yr. completion plan). Minimum three (3) years' work experience in related field.
Required Certification/Registration	Basic Life Support: CPR annually, First Aid every 3 years, TB annually, CPI annually, Valid Hawaii State Driver's License; Fingerprinting (if working with children/adolescents)
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Agency van, assigned computer, fax machine, Xerox machine, multi-line telephone, cellular phone, DVD/VCR machine
Working Environment	Modern well-lighted, air-conditioned work areas. Exposure to infectious disease is a risk. Noise level in the environment is usually moderate. Verbal/physical assault is a risk.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached "Expected Physical Activities" 2. Frequent reading of printed materials is essential; 3. Listening skills necessary to effectively respond to supervisor, staff, clients and referral sources; 4. Writing skills necessary to accurately document in the client's record and maintain filing system.

RESPONSIBILITIES

1. Conduct and assist in the data collection of assessments under the direct supervision of a Certified Substance Abuse Counselor (CSAC) or Master's level counselor
2. Responsible for maintaining a caseload
3. Facilitate the development, preparation and implementation of client's treatment plans to ensure the formulation of realistic and attainable long and short term goals, under the direct supervision of a Certified Substance Abuse Counselor (CSAC) or Master's level counselor
4. Maintain client files in Electronic Health Records (EHR) systems in accordance with agency, state and contract standards
5. Ensure client insurance and billing data forms are completed and reported on a timely basis
6. Facilitate skill building, process, education and aftercare sessions. Facilitate or co-facilitate family groups to improve understanding of family dynamics. Educate family members and assist in improving communication
7. Facilitates and participates in the development of multiple service plans and assist clients and their families in identifying available services and formal and informal resources
8. Submit weekly referral and progress update letters
9. Provide case management services to regularly assigned case load of clients, ensuring client linkage to appropriate programs and community resources
10. Prepares and submits all required client insurance forms and reports in a timely manner when applicable
11. Responsible to complete discharge summary within five (5) days of discharge
12. Develop and submit monthly, quarterly and annual statistical reports as required
13. Participates in any required court hearings regarding clients on assigned caseload as instructed
14. Observe federal regulations governing the confidentiality of Alcohol and Drug Abuse patient records (42CFR). Observer HIPAA (Health Insurance Portability Accountability Act, 1996)
15. Attend weekly staff meetings as required
16. Attend selected workshops and seminars as directed
17. Present community public speaking engagements as directed
18. Assist with other duties as assigned

REQUIREMENTS

19. Ability to instruct a wide range of individuals and groups in both formal and informal environments
20. Demonstrate an understanding of the nature of substance use, abuse and addiction

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| 21. If working with adolescents, demonstrate an understanding of school issues including 504 and IDEA eligibility guidelines |
| 22. Demonstrate strong written and oral communication skills |
| 23. Demonstrate accurate computer skills |
| 24. Demonstrate basic understanding of organizational and administrative skills, and a working knowledge of the functions and operations of a human services agency |
| 25. Demonstrate a working knowledge of CARF requirements |
| 26. Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with clients, ensuring boundaries and ethics are adhered to at all times |