



Job Description: SUD Counselor

Job Title: SUD Counselor

Reports to: Program Director

Schedule: This is a Non-Exempt, part-time or full-time position, averaging 32 – 40 hours per week or more as deemed necessary by Program Director and/or Director.

Purpose of the Position:

Provide counseling and case management services to incarcerated individuals diagnosed with Substance Use Disorder (SUD) and co-occurring Serious Mental Illness (SMI) or Serious Emotional Disturbance (SED). Work effectively with a multi-disciplinary team to coordinate patient services and maintain the highest quality of care at the Monterey County Jail.

Essential Duties and Responsibilities:

I. CLINICAL DUTIES

- Coordinate patient care with other community agencies as needed.
- Ensure that all documentation is completed in an accurate and timely manner.
- Maintain compliance with all Title 9, Title 22, CARF, DEA, and CSAT regulations.
- Maintain confidentiality of clinical records and privileged information.
- Crisis and emergency intervention, as needed.
- Assures timely communications with persons served, staff, and Monterey County Jail. Works closely with the justice system, probation, and County Behavioral Health Staff
- Maintain a caseload of participants; monitor and document recovery plan goals; monthly progress notes.
- Provide individual and group counseling services to patients as part of Medication Assisted Treatment according to Title 9 and Title 22 requirements.
- Conduct case management services. Casework will include performing ASAM

Assessments; biopsychosocial assessments; creating treatment plans; crisis intervention; developing benefit assistance; discharge planning; conducting referrals and follow-up progress evaluations.

Services will be provided either in-person, by telephone or by telehealth.

- Understand the pharmacology and physiological effects of MAT medications
- Uphold the Organization and Program Code of Ethics.
- Work with other staff and patients in a respectful professional manner.

II. GENERAL PROGRAM RELATED RESPONSIBILITIES

- Alert program director to potential crises or urgent situations and/or incidents.
- Attend supervision and utilize scheduled individual meetings in a productive way.
- Bring issues of concern and/or importance to the program director and/or outpatient manager for consultation.
- Maintain a professional work environment with attention to patient and staff health and safety, by maintaining safety protocols, alerting management to unsafe conditions, etc.
- Read and follow procedures as detailed in VHA's policy manuals and program policies and procedures.
- May perform special projects or other duties as assigned to assure the efficiency and effectiveness of the program.

III. OTHER RESPONSIBILITIES

- Attend all required training and in-services
- Maintain professional licenses/certificates

QUALIFICATIONS

- High School Diploma
- Current CCAPP, CAADE, or CADTP certification. Must be certified by one of the listed accreditation bodies.
- Understanding, and experience in the area of drug, alcohol, and opioid treatment and recovery.
- Understanding of theories and etiology for clients with co-occurring disorders such as Serious Mental Illness and/or Serious Emotional Disturbance.
- Knowledge of various psychological theories and appropriate techniques for working with incarcerated populations.
- Working knowledge of applicable portions of Title 9, CARF requirements, and Title 22.
- Background Check with security clearance to work inside jail setting.
- Ability to observe, evaluate, document, and communicate verbally and in writing; use of a computer to input observations and required documentation
- Knowledge of alcohol and drug addiction treatment, recovery, the 12-step recovery process, and the effect of alcohol and drugs within family systems.
- Knowledge of Community Resources.

- Ability to communicate and lead in a culturally competent and sensitive manner.
- Bilingual preferred but not required.

PHYSICAL/MENTAL REQUIREMENTS

- Cognitive and intellectual capacity to comprehend and administer organization & Clinic policies and procedures.
- Personal and intellectual ability to collaborate and organize effectively.
- Physical ability to safely perform job functions with or without the aid of mechanical devices.
- Manual dexterity and gross motor skills are sufficient to operate a computer or manually complete required documentation in a legible and timely manner.
- Ability to communicate verbally and in writing in a language that can be readily understood by the majority of the Clinic’s patients, staff, and funders.
- Ability to effectively perform job responsibilities in a high-stress environment.
- Ability to utilize efficient, productive work habits
- Establish appropriate priorities for timely and accurate completion of tasks.
- Complete all work within expected time frames.
- Consistently respond positively, with creative problem solving, to changing work environment demands and pressures.
- Identify problems proactively and offer constructive suggestions for corrective action.

My signature below indicates that I have read and understood the content of this job description and have been provided a copy for my personal records.

I have read and understand my job description.

Employee’s printed name _____ Date: _____

Employee’s signature: _____ Date: _____

Executive Director: _____ Date: _____