



**Job Description:** Stimulant Use Disorder Treatment Specialty

**Job Title:** Stimulant Use Disorder Counselor

**Reports to:** Associate 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

**Purpose:** Provide individual SUD counseling and support to patients in the MAT programs. Work effectively with a multi-disciplinary team to coordinate patient services and maintain the highest quality of care.

**Principle Responsibilities:** The following responsibilities represent the essential functions of the position. (Some duties are assigned based on the time of day worked.)

- Provide individual SUD counseling and support to patients in the MAT programs. Work effectively with a multi-disciplinary team to coordinate patient services and maintain the highest quality of care.
- Coordinate patient care with other community agencies as needed.
- Demonstrate understanding of drug urinalysis testing procedure and administer patient tests when necessary.
- Ensure that all documentation is completed in an accurate and timely manner.
- Facilitate at least one group per week.
- Maintain a maximum caseload of forty patients.
- Maintain compliance with all Title 9, Title 22, CARF, DEA, and CSAT regulations.
- Maintain confidentiality of clinical records and privileged information.
- Provide individual/group counseling services to patients as part of medication-assisted treatment according to Title 9 and Title 22 requirements.
- Conduct case management services as needed.
- Understand the pharmacology and physiological effects of methadone.
- Uphold the Organization and Program Code of Ethics.
- Work with other staff and patients in a respectful professional manner.
- 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.
- Other duties as assigned by the program director and/or outpatient manager.

**Required Skills and Abilities:**

- Carries out all responsibilities in a professional and effective manner.
- Treats all individuals with dignity and respect.
- Demonstrates a commitment to assist individuals and families at risk.
- Works in harmony with all Valley Health Associates staff.
- Maintains a professional Code of Ethics within nursing and counseling scope of practice(s).
- Proficiency in MS Word, Excel, and databases.
- Ability to communicate effectively and provide excellent customer service.
- Ability to facilitate systems and checks to assure delivery of quality service and product to internal and external customers.
- Knowledge of the principles of management, supervision, planning, fiscal management, fair employment practices, regulations, safety, health, and client rights.
- Ability to observe, evaluate, document, and communicate verbally and in writing.
- Knowledge of alcohol and drug addiction treatment and prevention program development.
- Ability to communicate and lead in a culturally competent and sensitive manner.
- Promotes team building.
- Required to obtain professional liability insurance.
- Performs all other duties as assigned by the Executive Director.

**Qualifications:**

- High School Diploma
- Current CCAPP, CAADE, or equivalent registration/certification; understanding, knowledge, and experience in the area of drug, alcohol, and opioid treatment and recovery.
- Highly recommended to have completed 1 semester of AOD studies.
- Demonstrate an understanding of the pharmacology and physiologic effects of methadone.
- Working knowledge of applicable portions of Title 9, CARF requirements, and Title 22.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods of time; use hands to manipulate objects, tools, or controls; reach with hands and arms, and talk and hear. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 understood my job description.

Employee's printed name \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_