

THE COUNCIL OF SOUTHEAST PENNSYLVANIA, INC.

Title: Individual and Group Counselor
Programs: Outpatient
Classification: Contractor

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Must have the credentials as required by Section 704 of the DDAP Drug and Alcohol Outpatient Treatment regulations.
- Master's Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling or other related field with 2 years of experience.
- OR
- Full certification as an addiction's counselor by a statewide certification body such as the Pennsylvania Certification Board with 5 years of group and individual therapy experience.
- Experience working with Adults with Substance Use Disorders or Co-Occurring Mental Health Disorders; commitment to obtaining ATOD background information relevant to project.
- Experience with and/or sensitivity to culturally diverse populations.
- Current Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, FBI Criminal History Background Check; maintain with no violations.
- Current valid Pennsylvania driver's license, insurance and regular access to a motor vehicle.
- Serves Central Bucks County. One to two evenings per week.

SUMMARY AND ESSENTIAL DUTIES: ensure the availability of a coordinated integrated system of care with adults, many who are involved with the criminal justice system at various levels.

- Facilitate Individual, Family and Group Counseling sessions, and develop treatment plans with clients based on individual needs and goals.
- Conduct self in an ethical manner by adhering to the PCB codes of ethics, standards of practice, and Council policy and procedures.
- Work independently and collaborate with community and organizational representatives.

DAILY JOB RESPONSIBILITIES:

- Complete all clinical documentation; including treatment plans, session notes and aftercare/discharge planning.
- Based on changes client's treatment needs, facilitate referrals to higher levels of care when necessary.
- Provide consultation, ongoing technical assistance and/or education to targeted groups, assist with development and implementation, advocate to enhance awareness of issues, support environmental change in youth substance abuse.
- Maintain current knowledge of ATOD substance abuse and recovery issues.
- Complete annual training requirements for program licensing.