

Employee Name: _____ (please print)

Sieda Community Action
JOB DESCRIPTION

JOB TITLE: Counselor I

UNIT: Behavioral Health and Treatment Services

REPORTS TO: Clinical Supervisor

FLSA STATUS: non-exempt

SUMMARY: Working under close supervision of the Clinical Supervisor, is responsible for individual and group counseling, case management, assessment and evaluations, comprehensive treatment plan development, and discharge planning with persons served. The duties of the Counselor I will also include maintenance of persons served file documentation, and written and verbal communications with internal and external sources.

DUTIES: (Essential Functions)

- Performs multiple duties requiring moderate skills.
- Provide individual, group, and crisis intervention counseling services with direct supervision.
- Meet all established unit clinical benchmarks.
- Serve as on-call counselor during the assigned period.
- Monitor persons served abstinence through collection of urine samples for drug testing purposes. This collection must be completed in compliance with all safety regulations.
- Prepare necessary written reports as required by program and agency policies.
- Supports and models the unit's mission, vision, and values.
- Respects and protects confidentiality of persons served and staff (both current and past) at all times.
- Demonstrates professional behavior within job responsibilities, including work ethics, communication, team-building skills, positive attitude, conflict resolution and problem solving skills.
- Treats all individuals in a courteous, non-judgmental, reasonable and confidential manner.
- Represents treatment programs within the communities served i.e., referral sources, other providers, inter-agency committees.

INDEPENDENT ACTION:

Receives periodic supervision regarding task guidelines and completion

DECISION-MAKING AUTHORITY

Limited independent decision-making authority.

ADDITIONAL TRAINING:

- Obtain certification as a Substance Abuse Counselor in the State of Iowa immediately after the first 6 months of employment. CEU's must be obtained to maintain the certification.
- Travel is required both in and outside the service area. Proof of auto insurance and valid driving license is required if an employee claims travel reimbursement.
- This position is considered mandatory reporter of child abuse and required to hold a valid training certification

PROGRAM REPRESENTATION:

Requires varying levels of interaction with staff, customers and other agencies in a role where they represent a single program.

PROGRAM DESIGN AND PLANNING:

Involved in the planning of a single program reflective of his/her job responsibilities.

SUPERVISORY RESPONSIBILITY:

- None

OTHER REQUIRED SKILLS/ABILITIES:

ORGANIZATIONAL EXPECTATIONS:

- Supports and models the agency’s mission, vision, and values.
- Maintain a regular attendance pattern to assure continuity of services and adequate staff coverage.
- Demonstrate professional behavior at all times including appearance and maintaining an orderly functioning office area.
- Treat all individuals in a courteous, non-judgmental, reasonable and confidential manner.

LANGUAGE SKILLS:

- Ability to speak comfortably and effectively one-to-one or in group settings.
- Must be able to solve practical problems. Must demonstrate good listening skills.
- Ability to read, analyze, and interpret most complex documents.
- Ability to respond effectively to customer/staff complaints.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of written rules and regulations and translate that information to various program staff in a format resulting in contractual compliance in the delivery of program services.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear, occasionally required to stand, walk, use hand to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move 20 pounds.
- Specific vision abilities required by this position include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat.
- The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required to be considered for this position.

FORMAL EDUCATION:

- Requires an Associate’s Degree in a human service related field with a CADK certification
- Or a Bachelor’s Degree in a human service related field

EXPERIENCE:

One year experience in a counseling related position preferred, but not required

TECHNICAL PROFICIENCY:

- Requires moderate level computer knowledge and experience, has the ability to use existing program software applications with minimal training and can perform simple maintenance to keep computers operational

ACKNOWLEDGEMENT OF RECEIPT

My signature below acknowledges that I have received, read and understand the above Job Description.

Signature

Date