

## EMCMHC

### Job Description

**CLASS TITLE:** Licensed Addiction Counselor **FLSA:**

**DEPARTMENT:** Chemical Dependency

**ACCOUNTABLE TO:** Program Director / Satellite Office Director

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is responsible to provide outpatient counseling, evaluation, intervention, networking, and prevention / education; Work requires individual judgment within established policies and procedures set by the State Chemical Dependency Program.

#### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, lifting up to 35#’s(greater with assistance), prolonged sitting, climbing steps, stooping, bending, and the ability to get in and out of a vehicle without assistance;
- Must have ability to communicate orally and in the public;
- Must possess people skills and the ability to work with other Agencies;
- Work may be performed in an office, individually, family, or in a group setting;
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Must participate in CPR and MANDT training within three (3) months of employment and remain certified throughout employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

#### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Performs evaluations and intake assessments of new clients;
- Participates in consultation, treatment planning, and referral activities;
- Provides individual, group, and family counseling when appropriate;
- Provides crisis intervention to clients and their families;
- Conducts diagnostic interviews/therapy with new clients;
- Provides crisis intervention during working hours, or when scheduled, or as needed;
- Meets productivity standards to the best of ability, documents client contacts, care coordination, crisis/consult contacts, and community contacts, while maintaining a professional and ethical level of conduct according to standards of practice, EMCMHC policies, and state and federal policies;

**CLASS TITLE: Licensed Addiction Counselor (continued)**

- Be aware of, and adhere to, EMCMHC / SADS policies and procedures;
- Must be able to utilize current diagnostic procedures for abuse and dependency as defined in the Diagnostic and Statistical Manual for Mental Disorders (DSM);
- Attends staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as directed;
- May participate as a member of the Treatment Court Team;
- May conduct MIP school, including education, testing, and biopsychosocial evaluation, PFL Classes; and
- Performs other duties assigned by the Program Director or Administration.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Associates Degree in Social Work or related field, Bachelor’s Degree preferred;
- Must possess a Licensed Addiction Counselor License (LAC), or possess the ability to obtain such License or Certification within one (1) year of employment;
- Maintain such License and/or Certification through meeting Continuing Education requirements throughout employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; PLUS
- Some demonstrated work experience in the mental or chemical dependency health field; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS**

- Maintains the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- Participates in networking, prevention, and education activities;
- Provides referrals to other community resources when appropriate;
- Obeys all Federal and State Laws governing professional confidentiality;
- Continues personal/professional development as a Chemical Dependency Counselor;
- Consults and peers with other EMCMHC clinical staff and/or employees when needed;
- Performs such other assignments and duties as may be required and needed.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 09-11-2014**