



Job Description

Job Title: Substance Use Disorder (SUD) Counselor

Reports to: Supervisor or Sr. Director of Clinical Services

FLSA Status: Non-Exempt

Date Approved: 03/10/2021 KAR

SUMMARY

The SUD Counselor provides screening, intake, referral, orientation, treatment planning, case management, crisis intervention, counseling, patient education, assessment, evaluation, and intervention services to clients in an outpatient SUD clinic.

ESSENTIAL FUNCTIONS

- Must demonstrate a commitment to working as part of a multi-cultural staff to provide culturally appropriate services to a widely diverse client population.
- Screen clients interested in services and completes intake process.
- Complete necessary evaluations and assessments.
- Conduct individual and group therapy within OASAS guidelines and properly document.
- Maintain client medical records in electronic medical record system (10e11) in compliance with Agency, licensing, and OASAS standards.
- Make appropriate referrals for client to services as needed.
- Access only the minimum necessary protected health information (PHI) for the performance of job duties. Actively protects the confidentiality and privacy of all protected health information accessed in all its forms (written, verbal, and electronic, etc.) taking reasonable precautions to prohibit unauthorized access. Complies with all Huther Doyle privacy policies, procedures and protocols. Follows HIPAA privacy guidelines without deviation when handling protected health information.
- Complete all documentation within required timeframe.
- Abide by and comply with all aspects of Agency's Compliance Program.
- Must access only the minimum necessary protected health information (PHI) for the performance of job duties. Must actively protect the confidentiality and privacy of all protected health information they access in all its forms (written, verbal, and electronic, etc.) taking reasonable precautions to prohibit unauthorized access. Must comply with all Huther Doyle privacy policies, procedures and protocols. Must follow HIPAA privacy guidelines without deviation when handling protected health information.
- Must demonstrate a commitment to working as part of a multi-cultural staff to provide culturally appropriate services to a widely diverse client population.
- Performs all job functions in compliance with applicable federal, state, local and company policies and procedures.

QUALIFICATIONS

- Prefer Bachelors or Masters degreee in Human Services with addiction-specific training. Required licensure as a Qualified Health Professional (e.g. CASAC, LMHC, LCSW). Will consider CASAC-T's who agree to obtain full CASAC as a condition of continued employment.

WORKING CONDITIONS / PHYSICAL DEMANDS

Office environment requiring frequent sitting, standing, walking, typing, and communication with clients and community contacts. Consistent contact with highly diverse client population in situations that may often be stressful and emotionally charged.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Huther Doyle is committed to a policy of non-discrimination and equal employment opportunity. All clients, employees, applicants, and other constituents of Huther Doyle will be treated with respect and dignity regardless of race, national origin, gender, age, religion, disability, veteran status, marital / domestic partner status, parental status, sexual orientation and gender identity and / or expression, or other dimensions of diversity.

Note: External and internal applicants, as well as position incumbents who are or become qualified disabled individuals, as defined under the Americans with Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.