



## **SUBSTANCE USE COUNSELOR (OASAS)**

**REPORTS TO:** Director of Recovery Services  
**SUPERVISEES:** None  
**EMPLOYMENT STATUS:** Full-time Regular, Exempt  
**PRIMARY FUNCTION:** Under the direction and supervision of the Director, provides coordinated substance use treatment and counseling services to clients whose lives were adversely affected by substance use.

### **DUTIES AND RESPONSIBILITIES:**

- Provide clinical counseling services to assigned clients including initial assessment, treatment planning and discharge planning in accordance with departmental procedures and regulatory requirements.
- Conduct Intakes
- Participate in comprehensive interdisciplinary team treatment planning and activities as indicated or scheduled.
- Collaborate with other disciplines, coworkers and modalities as needed in order to ensure client needs are met in a comprehensive and coordinated fashion.
- Assist in the enforcement of program rules and regulations.
- Plan and manage the dissemination of program schedules and other information relative to events and activities.
- Monitor the collection of urine specimens and toxicology results.
- Maintain an up to date database of referral information and resources and ensure referrals have been satisfactory to clients.
- Refer applicants to alternative services (e.g. Detoxification Units, Rehab programs, etc.) as needed.
- Perform all required documentation and data entry for assigned clients.
- Maintain good working relationships with all staff, clients and visitors.
- Ensure clients are linked to health and mental healthcare as indicated.
- Attend weekly supervision, program meetings, monthly agency staff meetings regularly or any other meeting at the direction of the Director.
- Additional tasks as assigned by the Director.
- Attend a minimum of two agency events for clients and one agency fundraising event every 12-month period.

**QUALIFICATIONS:** Valid Certified Alcoholism and Substance Use Counselor, CASAC or CASAC-T. BA/BS preferred. Minimum of three years of work experience in Part 822.4 outpatient substance treatment. Excellent written, oral and interpersonal communication skills. Ability to read, write and speak the English language. Knowledge of computer programs. Excellent organizational skills. Ability to read, write and speak the Spanish language preferred. Belief in Alliance's mission and work is desirable. Strong commitment to diversity, equity, and inclusion required. COVID-19 vaccination required.