Job Posting

**TITLE**  
14158 Substance Abuse Counselor

**CATEGORIES**  
FTE

**CLASSIFICATION**  
Chemical Abuse Specialist

**CLOSING DATE**  
Until Filled

**PERCENT OF TIME**  
100% FTE

**PERSONNEL CODE**  
14158

**PROGRAM**  
Outpatient Services / Alternative Sanctions

**UNION STATUS**  
Professional Bargaining Unit

**SALARY**  
Minimum of $32,178 Annually

**SUMMARY:**  
The Chemical Abuse Specialist (CAS) position is responsible for providing a wide array of culturally competent, recovery oriented, trauma sensitive, direct clinical services provided in conjunction with other substance abuse treatment staff. Services provided by this position include assessment, treatment planning, referrals, and case management. The CAS provides outpatient services to individuals in the Dane County Alternative Sanctions programs. This includes individual, family and group therapies. The CAS is responsible for writing and maintaining accurate and timely documentation related to the provision of service. The CAS reports directly to the Clinical Team Leader as assigned. The position requires a minimum of 1325 service hours annually.

**QUALIFICATIONS**

**ESSENTIAL EDUCATION/LICENSURE**
- Bachelors or Associate degree in a related social service field, and eligibility for licensure, or licensure as a Substance Abuse Counselor in Training, or a Substance Abuse Counselor; or Clinical Substance Abuse Counselor.

**EXPERIENCE**
- 1 to 3 years of experience in related behavioral health field.
- Commitment to work toward improving cultural competence as demonstrated by: valuing diversity, recognizing personal limitations in one’s competencies, and having the desire to improve.
- Strong commitment to principles of recovery, and to facilitating consumer
participation in treatment/service planning and provision

- Knowledge of evidence based practices for treatment of substance use disorders and co-occurring disorders.
- Experience in community-based substance abuse and mental health assessment, case management, treatment planning, and crisis resolution.
- Ability to communicate effectively (both orally and in writing)
- Ability to work effectively with an interdisciplinary team including a positive and creative attitude
- Ability to work independently, and remain organized and efficient
- Superior ethics and interpersonal boundaries as evidenced by past experience in community based work and related professional references.
- Valid driver’s license and good driving record; access to car and willingness to use it for work (i.e. transporting consumers)

TYPICAL PHYSICAL DEMANDS

- Requires driving, sitting, standing, light lifting, bending, and reaching; and the ability to use and operate standard office equipment, including computer, calculator, phone, printer, cell phone, facsimile, etc.

WORKING CONDITIONS

- May require evening or weekend hours depending on program and consumer’s needs.

PREFERRED

- Licensure as an LCSW, LMFT, or LPC
- Certified as MA provider
- Licensure as a Clinical Substance Abuse Counselor, Substance Abuse Counselor, or AODA specialty
- Bi-lingual, and/or bi-cultural (Spanish/Hmong/Cambodian)
- Experience with use of evidence based practices in mental health, and substance abuse.

RESPONSIBILITIES:

A. Provision Of Clinical Services (High Responsibility, 90% Effort)

1. Performs accurate assessments to initially evaluate mental health and alcohol and other drug use issues in a culturally competent, recovery oriented, trauma sensitive manner.
2. Provides a range of clinical services in conjunction with program staff including outreach, assessment, treatment planning, referral, and case management in a context that is supportive of the consumer’s culture, values, and perspectives.
3. Completes accurate clinical records including intakes, assessments, treatment plans and updates, progress notes, discharge summaries, and other information in a timely manner.

B. Program And JMHC Participation (High Responsibility, 10% Effort)

1. Attends staff meetings, in-services and other program activities as requested.
2. Participates in JMHC committees, trainings, and activities as directed and/or approved.
The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.