

**THE SALVATION ARMY
CLITHEROE CENTER
JOB DESCRIPTION**

Position: Assessment Counselor II/Outpatient Unit
Supervisor: Program Manager Outpatient/Assessment
Positions Supervised: NONE

The essential functions of this position include, but are not limited to the duties, responsibilities and physical demands below.

Management retains the discretion to add or change the duties of this position at any time.

Job Purpose: Assesses substance abusing and chemically dependent clientele, initiates placements and referrals as appropriate. Identifies skills needed to support a clean and sober, emotionally stable lifestyle by providing an initial treatment plan.

Essential Job Functions:

1. Performs assessment/evaluation of pre-clients as assigned by:

Conducting an assessment interview; investigating collateral sources of information; determining what services are needed.

2. Coordinates placement of pre-clientele into the various treatment units by:

Developing a preliminary treatment plan that documents specific problem areas, and placement recommendations; incorporating all client data and creating charts for Outpatient clients; referral to and forwarding of supporting assessment data to applicable treatment units as appropriate; effecting placement onto appropriate waiting lists as necessary; in absence of Outpatient Director, maintains waiting lists for all residential units and coordinates client placement as needed.

3. Assists clients in complying with legal directives by:

Coordinating criminal justice activities with agency court liaison; acting as point of contact between agency, referral agency, and probate court to effect placement of involuntarily committed clients (this may include transporting by agency van to court); in absence of court liaison acts as liaison to the court/correction system by maintaining court contact lists for admitted clients, coordinating release dates, bed availability, medical clearance for corrections clients; responding to subpoenas; compiling monthly AASAP client status reports; testifying at hearings and trials as directed.

4. Ensures quality of care by:

Participating in case reviews and unit staff meetings; initiating consultation as needed with Outpatient Director; documenting all pertinent interaction regarding clientele; coordinating with Probation Officers, social workers, other agencies and professionals as appropriate; administering Breath Alcohol tests as necessary so as to adhere to established policies and procedures.

5. Maintains compliance with funding agency requirements by:

Preparing and submitting MIS Staff Activity Logs to include client time.

6. Ensures compliance with legal stipulations by:

Adhering to Federal Confidentiality regulations governing drug and alcohol treatment agencies, (42 C.F.R. Part 2 and 45 C.F.R., Parts 160 & 162 HIPAA); maintaining treatment files according to established procedures; assuring that all client data is accurate and current; and ensures client remains compliant with treatment services.

7. Maintains professional credentials and provides high quality client care using current techniques and principles by:

Participating in continuing education and training programs within and outside the agency.

8. Supports improvement of the treatment program by:

Assisting in the further development of the treatment program as well as in developing and maintaining the policies and procedures of the program.

9. Contributes to the interdisciplinary team by:

Performing other reasonably related duties as assigned.

Physical Demands:

1. Talking: The ability to express or exchange ideas by means of the spoken word.

Remarks: The Assessment Counselor II must be able to communicate fluently in English, effectively exchange information with other staff, community agencies, clients, clients' family members and visitors. Must be able to pass on information via telephone and verbally

2. **Hearing:** The ability to perceive the nature of sounds.

Remarks: Corrected hearing is required for this position.

3. **Seeing:** Acuity
 Depth Perception (3-Dimensional)
 Accommodation (Adjustment/Sharp Focus)
 Night Vision (Ability to see in low light)
 Field of Vision
 Color

Remarks: The Assessment Counselor II receives non-verbal input through sight in individual and group therapy sessions that is vital to assessing and meeting the needs of the clientele. The Counselor II must also have corrected vision to be able to perform his/her job duties in a safe manner.

4. **Other:** Sitting
 Bending
 Walking
 Pushing
 Pulling
 Standing
 Jumping

Remarks: The Assessment Counselor II sits over 70% of the day- when counseling clients, consulting with staff, answering telephones, documenting in client records, participating in case reviews, and staffings. Standing is optional. Bending, pushing and pulling are necessary for opening and closing doors and file cabinets.

5. **Environment Conditions:** Inside
 Outside
 Both

Remarks: Greater than 90% of the work is performed indoors.

6. **Physical Surroundings:** Exposure to weather
 Extreme Cold
 Extreme Heat
 Wet and/or Humid
 Noise (constant/intermittent)
 Vibration
 Atmospheric Conditions

Remarks: Less than 10% of the work is performed out-of-doors, walking into and out of buildings. This involves exposure to the weather,

infrequently as cold as 20 degrees below zero, and exposure to brief periods of rain walking to and from buildings and vehicles.

7. Machine, tools and equipment used on the job: Audio-visual equipment, copiers, word processors, typewriters, microwave, facsimile machines, telephones, fire alarm, fire extinguisher.

Vehicles/Moving Equipment Operate as part of the job: none.

8. Protective Clothing/Equipment Required for the job: none.

9. Climbing and balancing: The act of climbing involves the ascending and descending of ladders, stairs, and scaffolding using the feet and legs and/or the hands and arms. Balancing is the act of maintaining body equilibrium to prevent falling.

Remarks: Climbing stairs is required for the position, balancing is required.

10. Stooping, Kneeling, Crouching and Crawling for the job:

Remarks: Not applicable.

11. Reaching, Handling, Fingering and Feeling: Reaching is the act of extending the arm(s) and hand(s) in any direction. Handling is the ability to use the hand(s) to grasp, hold or turn objects. Fingering is the act of working or using just the fingers to perform a task. Feeling is the ability to discern or sense the attributes of a particular object usually with the fingertips.

Remarks: The Assessment Counselor II spends 30-40% of his/her time using his/her hands, writing in client charts, and completing forms, using keys, door knobs, telephone and other general office equipment.

12. Strength Factor: Light duty work.

Remarks: The job duties of the Assessment Counselor II do not require lifting of items weighing more than twenty pounds.

Qualifications:

1. Bachelor's Degree in the Human Services.
2. Minimum of two years of experience in direct service delivery in the field of substance abuse treatment.
3. Must be able to meet Alaska State Certification CII requirements within two years of date of hire.

4. Knowledge of cross-cultural issues preferred.
5. Must have current and valid Alaska Drivers License.
6. Must be skilled in the areas of group, individual and family counseling, didactic presentations, case management, treatment planning, discharge planning, crisis intervention, and client assessment and evaluation.
7. Must be able to work with a minimum of direct supervision.

I have read the above job description and understand it.

Signature

Date

Supervisors Signature

Date