



## **Eden Counseling Centers' Overview:**

To ensure that Eden Counseling Centers, LLC offers appropriate and effective abstinence-based alcohol and other drug (AOD) treatment services and Mental Health Services that meets the needs of the residents of Franklin and Delaware counties and surrounding communities. To reduce the negative impact of alcohol and other drug addictions and to assist client's with Mental Health issues to reach the ability to function at their highest potential.

### **JOB DESCRIPTION**

**Title:** Addiction Counselor  
**Classification:** Full Time/ Exempt  
**Reports To:** Clinic Supervisor

#### **Position Overview:**

Substance abuse counseling will have you working with a diverse caseload of clients. You will teach individuals how to modify their behavior with the intention of full recovery. Because clients are susceptible to relapses, you may work with clients on an on-going basis. Your work duties as a substance abuse counselor may include conducting interviews with potential patients, administering periodic drug tests, and conducting group and individual counseling sessions. You will also handle duties such as reviewing records to assess treatment program readiness, keeping records detailing treatment and progress, and developing appropriate, personalized plans for treatment based on individual history and needs. To ensure patients receive the proper care, you may review and analyze patient treatment plans to evaluate progress and meet with other staff members and health professionals to discuss patient progress. When patients are ready to leave treatment, you continue to help by developing aftercare programs and follow-up procedures. You'll help your patients identify sources of negative behavior and understand the effects that these behaviors have on loved ones. The overall goal is to help these individuals overcome their addictions and become self-sufficient. **CDCA LICENSE REQUIRED**

#### **Essential Duties and Responsibilities ...**

- ❖ Conduct screening interviews to determine the need for a drug and alcohol assessment
- ❖ Complete confidential, quality assessments to assist in determining the appropriate level of care
- ❖ Work closely with the client to engage him/her in the decision-making process and help them understand the benefits of assessment and the appropriate level of care
- ❖ Collect and review referral information upon assignment of clients from other sources and consult with others as needed to support coordination of services and resources
- ❖ Collaborate with clinical staff to contact clients to confirm appointment times, dates and locations
- ❖ Assist clinicians in the development of Individualized Treatment Plans
- ❖ Monitor the client's engagement with the treatment process, identify and address barriers to engagement
- ❖ Teach coping mechanisms to clients
- ❖ Conduct individual counseling sessions and lead and/or assist group counseling sessions
- ❖ Complete and maintain accurate and timely Progress Notes of all client encounters
- ❖ Refer clients to outside resources as appropriate
- ❖ Administer drug screenings as necessary
- ❖ Meet with client family members to provide guidance and support as needed
- ❖ Follow up with client if he/she misses an appointment
- ❖ Work cooperatively with the legal system if required
- ❖ Remain in compliance with all of Eden's policies, procedures, regulations
- ❖ Participate in all assigned meetings, staff development and training seminars as directed

**You Should Have ...**

- ❖ Excellent interpersonal skills
- ❖ Good critical thinking abilities
- ❖ Excellent verbal and written communication skills
- ❖ Proficiency in MS Office
- ❖ Time management skills conducive to managing case loads independently
- ❖ Ability to remain composed when working with aggressive or intoxicated clients
- ❖ Ability to practice Active Listening
- ❖ Compassion
- ❖ Out-of-the-box problem solving skills
- ❖ Sound decision making ability
- ❖ Integrity
- ❖ Respect for all people
- ❖ Awareness and sensitivity to cultural differences
- ❖ Other duties that may be assigned



**Is an equal opportunity employer and provider**