

# Rescue Mission of Trenton

## Position Description

**Job Title:** Counselor

**Reports to:** Director of Substance Abuse Counseling Services

**Job Title(s) Reporting To This Position:** N/A

**FLSA:** Exempt

### Position Overview

Under supervision of the Director of Substance Abuse Counseling Services, the Counselor coordinates and provides counseling and supportive services to residents. Primary responsibilities include assessment and evaluation of resident needs and strengths, development and implementation of treatment plans, development and facilitation of education programs and group discussions and monitoring of resident progress.

### Qualifications For Position

**Education:** Bachelor's Degree from accredited college or university in psychology, social work or a related field required. Master's degree preferred

**Experience:** Minimum of 1-2 years of experience, preferred

**Skills and Abilities:** Knowledge of interviewing methods and techniques, case management principles and methods, professional ethics standards, substance abuse assessment instruments, and crisis intervention techniques; clinical diagnostic methods and principles and various modalities of counseling, psychotherapy, and abnormal psychology; criminal justice system, child welfare system and mental health system; federal, state and local ordinances and policies regarding therapeutic issues.

Attention to detail is required

**Certifications and Licenses:** Certification (CADC) or licensure (LCADC) as Drug and Alcohol Counselor by the State of New Jersey, Division of Consumer Affairs, State Board of Marriage and Family Therapy Examiners, Alcohol and Drug Counselor Committee or other certification approved by State of NJ DMHAS.

**Other Requirements:** Valid driver's license

**Machines:** Computer, Software programs (Microsoft office, client chart program)

### Job Specific Duties & Responsibilities

#### Clinical Services-Under Supervision of Director of Substance Abuse Counseling Services Services:

- Assesses resident needs, strengths and goals
- Develops, implements, reviews and revises treatment plan under the supervision of the Director of Substance Abuse Counseling Services and in accordance with established policies and procedures.
- Conducts group and individual counseling sessions
- Develops resident aftercare plan
- Participates in clinical supervision with the Director of Substance Abuse Counseling Services or designee in accordance with requirements of the State Board of Marriage and Family Therapy Examiners, Alcohol and Drug Counselor Committee and applicable license requirements for residential substance abuse treatment facilities

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- Evaluates and recommends residents for Vocational Development and other Rescue Mission services, as appropriate
- Communicates with the State Parole Board, Drug Court, government and other organizations, as appropriate, to arrange treatment and services for residents
- Serves as case manager for assigned cases; provides client support
- Creates resident treatment plans
- Encourages resident participation in recovery support programs and appropriate recreation
- Participates in staff meetings, case conferencing & training as required
- Participate as a member of the Multidisciplinary Team
- Communicates effectively with clients, peers, supervisors, and external individuals

### Community Relations

- Understands community needs
- Develops relations with other providers and referral agencies
- Advocates on the clients behalf on a case, policy, and program level
- Facilitates the processing of client referrals and placements
- Informs supervisor of industry trends and education needs
- Educates clients and/or community members about substance abuse, mental and/or physical illness

### Documentation

- Initiates timely documentation of services delivered
- Prepares and maintains records and reports
- Reviews charts to ensure all necessary documentation is complete and documents according to all licensure standards and established policies and procedures

### Safety

- Tours physical facility to ensure safe, clean and orderly environment for staff, clients, residents, and visitors
- Assists with evacuations during drills and emergencies
- Notifies supervisors of facility equipment issues
- Educates clients and/or community members about substance abuse, mental and/or physical illness

### Miscellaneous

- Participates in the orientation of new staff members
- Performs other duties as assigned

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- Participates in ongoing training and education to maintain or obtain licensures/certifications

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This form is designed to identify the "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. This document is not an employment contract.

PHYSICAL REQUIREMENTS	EQUIPMENT AND TOOLS																																											
<p>✓ <b>Check which of the following best describes the position</b></p> <p><input type="checkbox"/> <b>Sedentary work</b> - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p> <p><input checked="" type="checkbox"/> <b>Light work</b> - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.</p> <p><input type="checkbox"/> <b>Medium work</b> - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> <b>Heavy work</b> - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> <b>Very heavy work</b> - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.</p> <p>✓ <b>Check <u>essential</u> physical requirements of the job:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Climbing</td> <td><input type="checkbox"/> Balancing</td> <td><input type="checkbox"/> Stooping</td> </tr> <tr> <td><input type="checkbox"/> Kneeling</td> <td><input type="checkbox"/> Crouching</td> <td><input type="checkbox"/> Reaching</td> </tr> <tr> <td><input type="checkbox"/> Standing</td> <td><input type="checkbox"/> Walking</td> <td><input type="checkbox"/> Pushing</td> </tr> <tr> <td><input type="checkbox"/> Pulling</td> <td><input type="checkbox"/> Lifting</td> <td><input checked="" type="checkbox"/> Fingering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Grasping</td> <td><input type="checkbox"/> Tactile sense</td> <td><input checked="" type="checkbox"/> Repetitive motions</td> </tr> <tr> <td><input checked="" type="checkbox"/> Seeing</td> <td><input checked="" type="checkbox"/> Hearing</td> <td><input checked="" type="checkbox"/> Talking</td> </tr> <tr> <td colspan="3"><input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)</td> </tr> </table>	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching	<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input type="checkbox"/> Pushing	<input type="checkbox"/> Pulling	<input type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Fingering	<input checked="" type="checkbox"/> Grasping	<input type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			<p style="text-align: center;"><b>EQUIPMENT AND TOOLS</b></p> <p><b>List equipment and tools operated and the frequency of use:</b> (Those which cannot be delegated to a co-worker.)</p> <p>Company Vehicles:</p> <p>Equipment: Computer, printer, copier, scanner, calculator, keyboard</p> <p>Tools:</p> <p>Other:</p> <p style="text-align: center;"><b>WORKING CONDITIONS</b></p> <p>✓ <b>Check which working conditions the employee is subject to:</b></p> <p>Physical Conditions:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Noise</td> <td><input type="checkbox"/> Extreme temperatures</td> </tr> <tr> <td><input type="checkbox"/> Vibration</td> <td><input type="checkbox"/> Wet and/or humid</td> </tr> </table> <p>Hazards:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Mechanical</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Chemical</td> </tr> <tr> <td><input type="checkbox"/> Explosives</td> <td><input type="checkbox"/> Radiant energy</td> <td><input type="checkbox"/> Burns</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other, including:</td> </tr> </table> <p>Atmospheric Conditions:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Fumes</td> <td><input type="checkbox"/> Odors</td> <td><input type="checkbox"/> Dusts</td> </tr> <tr> <td><input type="checkbox"/> Mists</td> <td><input type="checkbox"/> Gases</td> <td><input type="checkbox"/> Poor ventilation</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other, including:</td> </tr> </table>	<input type="checkbox"/> Noise	<input type="checkbox"/> Extreme temperatures	<input type="checkbox"/> Vibration	<input type="checkbox"/> Wet and/or humid	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Chemical	<input type="checkbox"/> Explosives	<input type="checkbox"/> Radiant energy	<input type="checkbox"/> Burns	<input type="checkbox"/> Other, including:			<input type="checkbox"/> Fumes	<input type="checkbox"/> Odors	<input type="checkbox"/> Dusts	<input type="checkbox"/> Mists	<input type="checkbox"/> Gases	<input type="checkbox"/> Poor ventilation	<input type="checkbox"/> Other, including:		
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