



Granite Wellness Centers

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Job Description

POSITION:	COUNSELOR
DESIGNATION:	PROFESSIONAL
STATUS:	NONEXEMPT
SCHEDULE:	Variable days and shifts, up to 40 hours per week.
SUPERVISOR:	Program Manager, their designee, and/or CEO

The mission of Granite Wellness Centers is to promote wellness and quality of life.

Position Summary:

Provides counseling to individuals or groups regarding substance abuse and related behavioral health issues, develops and implements treatment in compliance with all state, federal, agency and all other applicable rules and regulations.

QUALIFICATIONS:

1. Minimum two (2) years recent, full time experience in chemical dependency counseling.
2. If in recovery a minimum of two (2) yrs continuous abstinence.
3. Must have a license, certification, or registration to provide substance use counseling services.
4. Ability to exhibit empathy with chemical dependency patients.
5. Knowledge of resources, methods, and techniques for all phases off recovery.
6. Extensive knowledge of the disease of chemical dependency.
7. Knowledge of legal, regulatory, and administrative requirements for DUI/Outpatient/Inpatient programs, and other agency programs.
8. Experience in delivering individual and group counseling.
9. Ability to communicate in writing and verbally.
10. Knowledge of legal confidentiality requirements.
11. Ability to present a professional image to the Community.
12. Ability to perform case management and administrative duties.
13. Excellent interpersonal skills with peers, supervisors, and persons served.
14. If a recovering person, a minimum of two years continuous sobriety and active participation in a program of recovery.

EDUCATION:

1. A minimum of education required to obtain professional certification as a chemical dependency counselor (or equivalent) can be substituted for up to two years of experience.
2. Must have or be able to attain within a reasonable amount of time a CADC II (or equivalent).
3. Knowledge of computer case management.
5. General knowledge of 12-step programs and principles.

RESPONSIBILITIES AND COMPETENCIES:

1. Perform Counseling - Facilitate groups, instruction, and education related to chemical dependency.
2. Evaluation and Crisis Management – Of clients presenting chemical dependency problems.

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3. Care Coordination – To other services and modalities with GWC system of care and/or agencies as appropriate to patient needs.
4. Conduct Intake/Exit Interviews
5. Confidentiality – Shall be consistent with and shall not violate confidentiality of Alcohol or Drug Patients as set forth in 42 CFR Part 2, and California Law.
6. Administrative Responsibilities – Including charting, correspondence, filing, and liaison.
 - a. Charting for groups and individual counseling.
 - b. Maintain daily statistical reports for end of month allocation submissions.
 - c. Review individual caseload charts monthly to confirm accuracy and compliance with client contract.
 - d. Period cross-auditing of patient files with other counselors.
 - e. Computer literacy knowledge to perform duties above.
7. Perform Other Office and Community Activities – As may be required to balance workload within the Agency and other contract services such as Crisis Management, Hot-line monitoring, Drop-in Center counseling and referral.
8. Other duties as assigned

SUPERVISION:

Clinical Supervision will take place every 6 months. The supervisee is responsible for identifying appropriate material to bring to supervision and preparing in advance to maximize evaluation time. Supervision will work in accordance with Granite Wellness Centers Policy 100.56 Clinical Supervision

BENEFITS:

GWC offers, Vacation Leave, Sick Leave, Holidays, Retirement Plan, Health and Dental Insurance to eligible employees, while providing an opportunity to work with a dynamic, innovative, and integrated team comprised of a diverse group of professionals.