

JOB DESCRIPTION
Chemical Dependency Counselor II

Job Number: Varies	Reports To: Chem. Dependency Supervisor
Agency: CCCS-OC	Department: Chem. Dependency Clinics
Status: Full Time/Exempt	Date Revised: January 11, 2007

Summary

The Chemical Dependency Counselor is responsible for managing and assisting in those aspects of client care including intakes, individual, group and family counseling. He/she is also responsible for the documentation of case records.

Duties and Responsibilities

1. Conduct intakes and individual counseling as assigned by the Supervisor.
2. Function as primary facilitator and/or co-facilitator in-group and family counseling.
3. Maintain caseload and client records.
4. Participate in supervision as required by the Supervisor.
5. Attend seminars and training as assigned by the Supervisor.
6. Provide office coverage when needed.
7. Attend external meetings as assigned.
8. Compile monthly statistics and related data.
9. Responsible for ensuring client fees are up to date.
10. Responsible for client scheduling and follow-up appointments.
11. Other duties as assigned.

Supervisory Responsibilities

Does not directly supervise staff.

Education, Skills, Competencies and Experience Required

- LCSW plus 1-3 years experience, or MA/MS plus 3 years experience in chemical dependency counseling.
- The Chemical Dependency Counselor shall maintain full compliance with the federal confidentiality regulations governing substance abuse records as outlined in 42 CFR Part and with the Standards for Privacy of Individually Identifiable Health Information (45 CFR Parts 160 and 164).