

# LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

## Job Description

### Chemical Dependency Counselor

Reporting relationship:	Position reports to Program Director
Work schedule:	Varying work hours including evenings and weekends may be required.
Date established:	August-97
Date revised:	9/99, 11/03, 8/04, 6/06, 5/08, 5/19, 3/22
Description:	Hourly Position, Non-Exempt, Non-classified

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### Summary of Duties & Responsibilities:

#### Overview-

Under the general direction of the Program Director, the Chemical Dependency Counselor coordinates the implementation of all Chemical Dependency Services. This includes assessment, coordination of case plans for chemical dependency issues, and performs other duties as required.

#### Duties & responsibilities (illustrative examples)-

##### I. Staff supervisory duties-

1. Provides chemical dependency services as appropriate.
2. Through the general supervision of the Program Director coordinates any speakers who may be used during in-house programs. Maintains records of any outside speakers utilized.

##### II. Resident/program duties-

1. Maintains an atmosphere conducive to Lorain/Medina C.B.C.F. philosophy and humane treatment
2. Determine specific problem areas with the resident and establish said areas in personalized program plans containing contractual behavioral objectives.
3. Monitor resident goals and needs, and assist the resident in working towards completion of case plans.
4. Participate in scheduled case reviews and team meetings with appropriate staff.
5. Review residents progress and/or needs on a weekly basis by meeting with Program Director and Case Manager for supervision.

##### III. Operational duties-

1. Assists Program Director in developing, implementing and monitoring chemical dependency programming which includes, but is not limited to individual and group counseling, assessment, AA, NA, etc.
2. Administers the majority of chemical dependency assessments, reviews and makes recommendations to Program Director for appropriate CD track placement.
3. Consults and coordinates with other CD staff to implement and monitor chemical dependency service delivery. Meets weekly with Program Director to discuss above.
4. Obtain appropriate consents and complete all required forms specific to Lorain/Medina C.B.C.F. program policies and procedures.
5. Completes required documentation for all residents.

6. Provides in-house and/or serves as a liaison to community self-help groups (i.e., AA, NA) to provide services in-house.
7. Facilitates Lorain/Medina C.B.C.F. Continuing Care component.
8. Provides weekly updates on resident progress for Case Reviews.

IV. General duties-

1. Maintains accurate records and submit reports as required.
2. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the C.B.C.F. Program.
3. Assists in maintaining residential case files as per agency policy.
4. Maintains written materials, audiovisual materials and other supplies needed to carry out the goals and objectives of the chemical dependency services of the C.B.C.F. Program. Advises the Program Director regarding supply needs.
5. Utilizes audiovisual equipment on an as-needed basis. Maintains general knowledge of equipment and its use. Notifies Program Director of equipment malfunction, tampering and supply needs.
6. Meets with Program Director as needed for mutual exchange of current events. Participates in weekly supervision, case review meetings, all-staff meetings and other meetings as required.
7. Works with Program Director to continuously upgrade the chemical dependency program for the residential population and services designed toward same.
8. Supplements facility coverage.
9. Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible. Completes educational/training hours, which may be required to maintain certification.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education	Bachelors Degree or educational equivalent. Certified as CDCA or Licensed Social Worker (LSW). Computer skills required. Registered candidates in the process of certificate will be considered if possessing appropriate knowledge and skills.
Experience	Working knowledge of education and training in an adult environment. Knowledge of social and educational problems of felony offenders preferred.
Skills	<p>Ability to plan, organize, and administer adult substance abuse programs.</p> <p>Skill at oral and written communication.</p> <p>Ability to establish and maintain effective working relationships with residents, community resources, co-workers, etc.</p> <p>Ability to work under stressful and demanding conditions.</p> <p>Ability to effectively manage time and organize workload.</p> <p>Ability to supervise, plan and direct the work of interns and volunteers.</p> <p>Ability to schedule daily, weekly, and monthly work.</p>

Ability to work independently.

Note- Employee is required to maintain current First Aid and CPR certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.