

**Job Title: MAT Counselor**

**Reports to: Clinical Manager Substance Use Services**

**Classification 6**

**Hours: Monday through Friday 8:30a-5:00pm**

**Job Summary:** Responsible for a variety of counseling modalities for chemically dependent and other addiction clients and their families. Assumes a caseload of clients and provides community consults and education services as requested. Supports the provide in provision of MAT services, participates in staffings and treatment plan development with the team.

**Duties/Responsibilities:**

1. Carries caseload of clients within the MAT program
2. Provides assessment and makes treatment recommendation to establish personalized treatment plan
3. Regular staffing of cases with multi-disciplinary team.
4. Facilitates psychoeducational groups
5. Provides individual counseling, and Level 1 and Level 2 group services to clients.
6. Provides consultation and education under supervision.
7. Prepares and maintains necessary client records and reports in accordance with licensing and accreditation standards and agency policies/procedures.
8. Documents client response to individual and group therapy in approved formats including individual and group progress notes.
9. Participates in agency meetings, trainings and supervisions
10. Works with probation and courts to assure clients are engaged in treatment as required by court orders.

*\*Performs other related duties as assigned.*

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to recognize crisis and provide appropriate intervention
- Ability to engage clients in group and individual services
- Ability to work collaboratively in a multi-disciplinary team
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to effectively manage caseload
- Knowledge of all aspects of SU treatment and MAT
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with electronic health record and Computer programs

**Education and Experience:**

- Required Certification as an Alcohol and Drug Counselor
- Required one-year experience working in addictions field
- Preferred, Bachelor's Degree in Human Service Field
- Preferred, one-year experience working MAT program

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.

- 25% of time spent walking or standing
- Travel 10% of time