

Job Title: Substance Use Counselor

Location: Ottawa

Hours: Monday-Friday 8:30AM-5:00PM

Salary: \$20.70 (Exact salary calculation is made based on education and experience)

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.

Duties/Responsibilities:

1. Provides outpatient assessment and counseling services for chemically dependent and addictions clients and their families.
2. Provides intake and crisis services, develops treatment plans and participates in evaluation of treatment methods and procedures.
3. Provides individual counseling, and Level 1 and Level 2 group services to clients.
4. Provides consultation and education under supervision.
5. Prepares and maintains necessary client records and reports in accordance with licensing and accreditation standards and agency policies/procedures.
6. Documents client response to individual and group therapy in approved formats including individual and group progress notes.
7. Participates in agency meetings, trainings and supervisions
8. Achieve productivity standard for position
9. Works with probation and courts to assure clients are engaged in treatment as required by court orders.
10. Manages a caseload of substance use and dual clients.

**Performs other related duties as assigned.*

Education and Experience:

- Required Certification as an Alcohol and Drug Counselor
- Preferred, Bachelor's Degree in Human Service Field
- Preferred lived experience and be at least two years free from alcohol / substance abuse if in recovery

If you are interested in this position, please submit your resume to hr@ncbhs.org