LICENSED CLINICAL COUNSELOR

Job Description

Salary: Negotiable and commensurate with experience

Job type: Full-time

Requirements:

A. Education/Certification/Licensure: Minimum – Master’s Degree in counseling or related field or National or South Carolina certification in AOD services. Prefer LPC, LMSW, LISW, LMFT license.

B. Personal: Strong organizational and communication skills, time management skills, customer services skills, ability to multi-task and be flexible, ability to work with diverse groups of individuals and be highly motivated to accurately complete all assigned duties.

C. Maintain all required credentialing.

D. General knowledge of Electronic Health Record systems

E. Knowledge of substance use disorders detailed in the DSM-V.

F. Knowledge of ASAM (American Society of Addiction Medicine) criteria.

G. Maintain a valid Driver’s license.

Responsibilities:

1. Assess clients to evaluate and assign the appropriate services/education treatment program, conduct group therapy sessions and occasionally provide counseling services to individuals.

2. Manage a client caseload, consult with other staff as well as referring agencies, perform client follow-up and discharge duties.

3. Interact and communicate with groups and individuals involved in the agency.

4. Prepare, receive and process a variety of documents and reports. Attend required trainings and meetings.
5. Record keeping on an Electronic Health Record system (Qualifacts/CareLogic).

6. Ensure that assigned program meets the policies, procedures and licensing standards require by DHEC, CARF and the DAODAS Quality Assurance Standards.

7. Will be required to work some evenings.

8. Other duties as assigned.

**Benefits:**
- Participation in the SC Retirement System
- SC State Health Insurance
- Dental insurance
- 14 paid holidays per year
- Accrued annual and sick leave
- Financial and work hours’ time toward required CEU’s and professional development

Contact:
Dianne Scruggs
HR Coordinator
Aiken Center for Alcohol and Other Drug Abuse Services
1105 Gregg Highway
Aiken, SC 29801
803-649-1900 ext. 3440
Fax: 803-643-2926