## RHC Job Description

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Substance Use Disorder Counselor</th>
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</thead>
<tbody>
<tr>
<td>Incumbent:</td>
<td>Date: 12/2017 R4/2019</td>
</tr>
<tr>
<td>Supervisor's Name/Title:</td>
<td>FLSA Status: Exempt</td>
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<tr>
<td>Business Group/Division/Department:</td>
<td>Clinical Behavioral</td>
</tr>
</tbody>
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### PURPOSE:
Support a model of integrated behavioral health. Perform the functions of a Substance Use Disorder Counselor within interdisciplinary, integrated team, within Federally Qualified Community Health Center, located in Spartanburg and Cherokee counties; following the Health Resources and Services Administration (HRSA) guidelines. Work is performed under the general supervision of the Director of Behavioral Health.

### Duties and Responsibilities:
- Work within the established organizational baseline of integrated primary health and behavioral health capability.
- Assessing needs; counseling clients; performing case management, crisis intervention counseling; making referrals; maintaining records and files; and preparing reports.
- Provides direct services to clients including assessment, intake, marital, family, individual and group counseling and referrals to other resources; Provides crisis intervention and substance abuse services
- Maintains confidential records on client sessions and interventions and prepares related reports;
- Reviews individual service plans, follow up and intervenes as required;
- Participates in routine and special clinical supervision, staffing, consultations, training and related meetings and seminars; Attends interdisciplinary team meetings to discuss decisions for client plan of care;
- Consults with representatives of other agencies or programs to coordinate client treatment services and case management services;
- Performs discharge and aftercare planning; Performs follow-up with clients to determine their progress and adjustment during and after services;
- Prepares training materials for educational orientation program and presents programs as requested by the Chair;
- Enhances acumen and practical knowledge of quality initiatives through reading and participation in seminars, workshops. Maintain appropriate licensure and participate continuing education to perform the duties of Substance Use Disorder Counselor in South Carolina.

### Competencies
To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Business Acumen**—Clear understanding of the organization functioning and how various departments impact one another
- **Customer Service**—the individual provides quality customer service to both internal and external customers
- **Interpersonal Skills**—the individual remains open to others’ ideas and exhibits willingness to work cooperatively in a team setting
- **Oral/Written communication**—the individual speaks clearly and edits written documents for effective communication of information
- **Decision Making/Judgment**—the individual makes timely, informed decisions that take
To understand and demonstrate compliance with both Health Services and Resources Administration (HRSA) and ReGenesis Health Care program requirements.

Be a steward for the mission of ReGenesis Health Care.

**Qualification/Skills:**

- Comprehensive knowledge of the assessment and treatment alternatives for the substance abusive, mentally ill, and emotionally disturbed populations and related counseling techniques and practices; thorough knowledge of community services, programs and facilities related to the care of the client population served, thorough knowledge of the common stress related emotional disabilities and rehabilitative treatment planning practices and techniques; general knowledge of office management practices; ability to establish and maintain effective working relationships with clients, associates and business officials; ability to research and prepare complex reports, proposals and educational presentations, ability to communicate ideas effectively, orally and in writing, ability to prepare and maintain client records.

**Education and Experience Requirements:**

- Master's Degree required. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in counseling, psychology, or a behavioral science and considerable experience in clinical social work.

- Must have experience with providing clinical services to children and families, preferably in a health care setting;

- Familiarity with evidence-based treatment modalities and crisis management;

- Knowledge of mental health practices and integrated care;

- Ability to foster a collaborative team environment and embrace a culturally diverse setting;

- Be operationally proficient to technological aspects of medicine, including ease of electronic medical records, MS Office applications and language translation assisted devices.

- Demonstration of productive interpersonal communication skills, both verbal and written;

- Problem-solving and critical thinking skills; Ability to remain focused and accurate under pressure; and

- Experience of efficient work practices independently and as part of a health care team;

- Reliable transportation to work at multi-locations of ReGenesis Health Care.

Active Learning—Maintains licensure/certifications and skills for continuous professional development.

- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.

- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

- Ethics and Integrity—the individual earns others’ trust and respect through consistent honesty and professionalism in all interactions.

- Diversity—the individual is able to work with individuals from a diverse background.

into account the facts, goals, constraints, and risks related to all aspects of the organization and specifically the IT supports.
### Certificate/License:
- Must have a South Carolina license:
  - Licensed Independent Social Worker (LISW)
- Licensed Professional Counselor
- Licensed Marriage and Family Therapist
- Licensed Master Social Worker

In addition to the above, specialty license/certification is preferred:
- Licensed Addiction Counselor
- South Carolina Certified Addiction Counselor I or Certified Addiction Counselor II

### Physical Demands-
- Standing and/or Sitting for extended periods of time based on treatment
- Ability to move around the health center independently
- The ability to provide effective written, oral, nonverbal communication with patients and their families, colleagues, health care providers, and the public.