



3900 WEST BROWN DEER ROAD, SUITE 200
BROWN DEER, WI 53209
PHONE: 414.540.2170 • FAX: 414.540.2171
WWW.SHOREHAVENBHI.COM

JOB DESCRIPTION:
Substance Abuse Counselor/Dual
Disorders Counselor
Revised 6/20/11

1. Title of Position and Supervisor

Title: Substance Abuse Counselor/Dual Disorders Counselor

Administrative Supervisor: Director of Outpatient Services. In addition, the Dual Disorders (also known as Co-occurring Disorders) Program may have a program manager who is the day-to-day “lead” person for this position.

Clinical Supervisor: Certified Independent Clinical Supervisor. If the employee requires mental health treatment supervision, then the employee will also have a licensure supervisor.

2. Assigned organizational unit:

Dual Disorders Program, one of the Outpatient Programs at SBH

3. Job summary or overview, including job classification

- ★ This job may be considered exempt or non-exempt, and if non-exempt, may be hourly or commissioned. Payment will be on a negotiated basis with benefits per company benefits policies.
- ★ The Dual Disorders Counselor [mental health licensee plus CSAC, SAC, SAC-IT, or SAC endorsed MH therapist] provides comprehensive clinical assessment.
- ★ The DDC provides BOTH clinical counseling to patients with primary or secondary substance abuse and chemical dependence problems AND psychotherapy for the clients’ mental health diagnoses.
- ★ The DDC provides this Dual Disorders care using an INTEGRATED MODEL.
- ★ The DDC provides screening and assessment, recommendations, referrals, case management, treatment planning, orientation, treatment, follow-up, and all associated paperwork – all the core functions of a Chapter 440 Wisconsin Statutes SAC or CSAC and a Chapter 457 psychotherapist. An LPC, LMFT, or LCSW with AODA endorsement may be substituted for the SAC.

4. Position qualifications (experience, skills, education, license)

- ★ The Dual Disorders Counselor has either SAC-IT, SAC, or CSAC credential plus LCSW, LMFT, or LPC. Licensure plus SA endorsement is the equivalent. The mental health licensure latter entitles the Counselor to provide additional mental health services for clients who have MH problems without SA problems.
- ★ Another mental health license (LP, ATR) may be considered for the position.
- ★ At the discretion of the Department Director and based upon the needs of the company at a particular time, a training license may be considered for the mental health credential if the candidate is within 180 days of completion of full licensure.

- ★ The Counselor must provide a copy biennially of his/her renewed AODA certification and license. This is a requirement for entitlement to employment.
- ★ The DDC must have skills for treating dual disorders, which is the core of the program.
- ★ Previous experience may be required for certain Counselor positions in the program and this requirement will be evaluated for each Counselor position independently..

5. Major duties and responsibilities

- ✓ Schedule and complete competent SA screenings and comprehensive SA and MH assessment.
- ✓ Screen for mental health problems and make accurate diagnoses.
- ✓ Make appropriate recommendations and assist patients to arrange for services to follow through on recommendations
- ✓ Contact professionals associated with the patient, with patient’s written permission; acquire past records; coordinate care.
- ✓ With patient’s participation, complete treatment plan
- ✓ Staff cases with program supervision team, Independent Clinical Supervisor, PhD, MD, as appropriate.
- ✓ Help arrange psychiatric appointments for patients, as indicated
- ✓ Refer for additional or alternative services, as indicated.
- ✓ Document all contacts with and about the client and complete all required records in a timely manner, including discharge, following program policies.
- ✓ Follow the requirements of program policy manual.
- ✓ Orient new patients to the program.
- ✓ Provide individual and family dual disorders counseling.
- ✓ Provide group therapy in the Day Treatment program, as needed by the program.
- ✓ Provide or assist in providing group counseling.
- ✓ Work collaboratively with supervisors and team members.
- ✓ Maintain certifications, including completion of continuing education requirements, and report continuing education to supervisor.
- ✓ Set and follow through on personal learning goals
- ✓ Progress on any certifications or licenses as quickly as possible.
- ✓ Assist in marketing SBH and the program
- ✓ Maintain a professional, collegial manner at all times.

6. Accountability and Benchmarks

You are hired not merely to perform a job function, but because we believe your skills will make those job functions an effective, integral, and important part of the growth of your department and SBH.

You will be making a contribution to the profitability from which you and your team members will benefit.
Every Duty and expectation is your contribution to the welfare of the entire team, the company, yourself, and the welfare of your clients.

Customers for Your Job Functions:

Clients – to enhance the well-being, quality of life, and lifestyle functioning of clients
 Referral Sources – to think of SBH as the premier, ‘go-to’ provider
 Supervisor – to contribute to the department team as well as anyone can
 Company – maximize productivity and billable client hours
 Yourself – work with us on your career development and your job-satisfaction

DUTIES	ACCOUNTABILITY/BENCHMARK
<p>Assessment. Schedule and complete AODA screenings and assessment Screen for mental health problems</p>	<p>Benchmark: Each Assessment is thorough, with all paperwork completed within 24 hours, clients competently assessed</p> <p>Data: Chart review</p>
<p>Documentation. Contact professionals associated with the patient, with patient’s written permission; acquire past records; coordinate care. (I.e., Low level Case Management) With patient, complete treatment plan. Document all contacts with and about the client and complete all required records in a timely manner, including discharge, following program policies.</p>	<p>Benchmark: The “low level case management” is completed for each case. Treatment plans are complete and reflect behavioral, thoughtful approach. Discharge clients within 30 days of final appointment. 100% match between billing dates and documentation.</p> <p>Data: Chart review. Billing log review.</p>
<p>Clinical. Orient new patients to the program. Provide individual and family AODA counseling to high professional standards of skill and effectiveness. Provide group therapy in the Day Treatment program, as needed by the program. Provide or assist in providing group AODA counseling.</p>	<p>Benchmark: 85% positive outcomes</p> <p>Data: Discharge summary reviews. Client satisfaction surveys. Client outcome data Evaluation by Supervisor and self-evaluation. No complaints filed by clients.</p>
<p>Consultation and Referral. Staff cases with program Staffing Team. Arrange psychiatric appointments for patients, as indicated. Refer for additional or alternative services, as indicated. Work collaboratively with supervisors and team members.</p>	<p>Benchmark: Staff all cases per Medicaid and DHS35/DHS75 standards. Participate in AODA team building, strategic planning, and assignments.</p> <p>Data: Evaluation by Supervisor and self-evaluation. Chart audit to verify Treatment Plan Record of Review forms</p>
<p>Professional. Maintain certifications, including completion of continuing education requirements. Follow the requirements of program policy manual. Set and follow through on learning goals Progress on an certifications as possible. Maintain a professional, collegial manner at all times.</p>	<p>Benchmark: All licenses and certifications are renewed before expiration. All continuing education requirements are met or exceeded. Set and complete annual learning goals.</p> <p>Data: Staff file audit. Evaluation by Supervisor and self-evaluation.</p>
<p>Corporate and Programmatic. Assist in marketing and program development as directed by your supervisor. This is a job function.</p>	<p>Benchmark: Contribute ‘leads’ through contacts arising out of personal and case contacts. Attend exhibits, meetings. “Go the extra mile” to develop the program.</p> <p>Data: Report of lead development. Evaluation by Supervisor and self-evaluation.</p>