

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 6/11/19</b></p>	<p><b>SUBSTANCE USE DISORDER COUNSELOR -OPIOID HEALTH HOME</b></p> <p><b>Revised:</b></p>
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\* Denotes an Essential Function

**Title:** Substance Use Disorder Counselor – Opioid Health Homes

**Category:** AS2

**Code:** SUBDISC

**Minimum Educational Requirements:** Bachelor's degree from an accredited school. Maine state certification of at least CADAC. Clinical licensure preferred: LMSW-CC, LCSW, LCPC-C, LCSW. 1-2 years of relevant work experience preferred (i.e. mental health, social services). Must maintain required licensing and certification throughout the duration of employment with Spurwink in this role.

**Minimum Experience Requirements:** This is a full time year-round position providing individual, group, and family substance use disorder counseling to individuals with a substance use disorder (SUD), in community, home, and office based settings. Counselors work in partnership with the Opioid Health Home treatment team to help individuals meet their recovery goals. Counselors participate in supervision, staff meetings and professional growth opportunities. Some afternoon and evening work is required. Productivity standards are required.

**Duties and Responsibilities of the Position:**

- \* 1. Provide intake/assessment when individuals are referred and ongoing assessment as required, including identification of physical health, behavioral health, and substance use disorder related risk factors.
- \* 2. Facilitate Individual Service Plan team meetings and develop a plan of care (ISP) for individuals with input from the team. Plan will include a relapse prevention plan, and a crisis plan.
- \* 3. Oversee implementation of ISP, monitor and document progress.
- \* 4. Provide individual, group, and family client substance use disorder counseling utilizing best practices, culturally competent, trauma informed, and evidenced based models.
- \* 5. Provide care coordination and support through phone contact, face-to-face meetings, home visits, and community outreach. Ensure that individuals are aware of all community services and resources. Assist individuals and families in accessing resources.
- \* 6. Partner with all Opioid Health Home team members, including clinical supervisor, nurse, peer recovery coach, and medication assisted treatment provider.
- \* 7. Collaborate with all of an individual's external treatment team, including providers and natural supports. Maintain thorough communication and positive and collaborative partnerships and continuity of care with other providers.

- \* 8. Know and comply with program policies and procedures. Adhere to Spurwink and mental health licensing standards re: confidentiality, client rights, etc.
- \* 9. Maintain current licensure and/or certification as required for the position.
- \* 10. Maintain current client records and documentation according to Spurwink and licensing standards (i.e. psychosocial assessments, service plans, quarterly reviews and progress notes).
- \* 11. Participate in monthly/weekly supervision depending on licensure requirements and keep supervisor apprised immediately of emergencies, situations that require mandated reporting. Implement supervisory recommendations and directives, seek supervision as needed and be receptive to feedback. Participate in staff meetings and consultation calls.
- \* 12. Manage and monitor MaineCare usage and authorizations for caseload. Complete continued stay reviews as needed and insurance re-verifications. Manage client billing to ensure payment of services.
- \* 13. Maintain weekly and annual productivity standards.
- \* 14. Be adaptable to change and promote positive changes in the workplace and agency. Consistently contribute to a positive work environment, remaining aligned with the agency mission. Exhibit self-motivation, dedication to assignments, and flexibility.
- \* 15. Transport clients as appropriate, and as it relates to an individual's treatment plan.
- 16. Other assignments appropriate to the position as determined by the Program Supervisor and/or Director of Adult Behavioral Health.

**Immediate Supervision:** Program Supervisor

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt.

**Other:** As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must also keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Clinician may be exposed to blood or other infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving policy.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

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Employee Name (Please Print)

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Employee Signature

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Date