

POSITION DESCRIPTION

CLASSIFICATION TITLE: Consumer Services Specialist IV

POSITION TITLE: Substance Abuse Out-Patient Clinician

General Statement of Responsibilities:

This professional level (FLSA Exempt) position has the responsibility for the provision of substance abuse counseling services operated under the direction of the Eastern Shore Community Services Board. Major emphasis is placed on the adult population.

General areas of responsibilities include:

- The development and implementation of substance abuse treatment groups;
- The day-to-day provision of clinical substance abuse services, including individual, group and family counseling; and
- Inter- and intra-agency coordination of consumer services.

In carrying out position responsibilities, the incumbent reports to and receives supervision from the Coordinator of MH/SA Outpatient Services. The incumbent is required to exercise sound judgment, demonstrate initiative, maintain confidentiality, sustain intra- and inter-organizational working relationships, exercise time management skills and develop and maintain sound, qualitative, well-organized substance abuse clinical services.

MAJOR DUTIES:

- Provide adult clinical substance abuse services to include individual, group, and family counseling, as well as case management and follow-up services;
- Provide in-service training, workshops, and other educational seminars;
- Be available as a resource for service agencies for consultation, counseling, and prevention services;
- Assess substance abusing consumers and significant others to develop individual treatment plans;

- Alone or in coordination with SA case managers, facilitate arrangements for referral to appropriate out-patient or in-patient facilities;
- Develop, facilitate and/or implement mental health promotion and SA prevention activities as needed;
- Provide ongoing needs assessments for the development and implementation of SA intervention and prevention programs;
- As directed, provide day time or after-hours emergency services;
- Provide timely and appropriate written documentation of services provided in accordance with applicable Medicaid, licensure and/or agency regulations; and
- Perform such other position-related duties as directed by the Coordinator of MH/SA Outpatient Services and/or Director of Clinical Services.

QUALIFICATIONS:

The incumbent should have position-related experience with the population served in an outpatient setting, maintain certification as a Certified Substance Abuse Counselor (CSAC), and possess the following knowledge, skills, and abilities.

Knowledge of: Chemical dependency and the treatment thereof, including knowledge of issues specific to the adult population; prevention and/or intervention programs; principles/techniques of individual, family, and group counseling; principles of case management and family systems dynamics; community resources; and crisis intervention.

Skill (s) in: Implementing substance abuse prevention and/or intervention programs, providing adult substance abuse clinical services; providing crisis intervention services; problem solving; applying family systems; completing needs assessment forms; and assisting in program development; and counseling/intervening with diverse and special populations.

Ability (ies) to: Implement prevention and/or intervention programs; provide adult out-patient counseling services; provide crisis intervention services; provide case management services; demonstrate initiative; maintain confidentiality; interface with local human services that may be of assistance in or have direct involvement with consumer services provision; effectively communicate in oral and written form.

HIPAA Access Level: 2=access to all consumer information

ORGANIZATIONAL LOCATION:

EXECUTIVE DIRECTOR

DIRECTOR OF CLINICAL SERVICES

COORDINATOR OF MH/SA OUTPATIENT SERVICES

SA OUT-PATIENT CLINICIAN

SALARY&/OR HOURLY RATE RANGE:

Classification Level IX

EFFECTIVE DATE:

September 1, 1999

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Executive Director Date

Director of Clinical Services Date

Coordinator of MH/SA Outpatient Services Date

SA Out-Patient Clinician Date