

**PRIMARY COUNSELOR  
JOB POSITION DESCRIPTION**

<b>POSITION:</b>	Primary Counselor
<b>SUPERVISED BY:</b>	Clinical Supervisor
<b>POSITION/INDIVIDUALS SUPERVISED:</b>	N/A
<b>INTERRELATIONSHIPS:</b>	Maintains open communication lines with facility staff, attending clinicians and physicians, clients, and families.
<b>POSITION PURPOSE:</b>	
<p>The Primary Counselor is a support system for people who struggle with substance use disorders. They provide individual and group therapy sessions to assist clients in behavioral modification to work towards long term recovery. The Primary Counselor will assess client needs for inpatient drug and alcohol treatment services by completing a biopsychosocial assessment for the purpose of compiling data for appropriate treatment. Responsibilities also include being on-site to maintain a safe and healthy environment for staff and clients. Under the direction of the Facility Director, this position is also responsible for ensuring the implementation of all policies and procedures that apply to clients.</p>	
<b>POSITION REQUIREMENTS/QUALIFICATIONS</b>	
<b>1. EDUCATION:</b>	Bachelor's Degree in a Human Service field required. Preferably in the drug and alcohol field
<b>2. EXPERIENCE:</b>	A minimum of one (1) years' experience in treatment industry preferred
<b>3. LICENSURE/CERTIFICATION:</b>	Maintains current CPR certification.
<b>4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:</b>	<ul style="list-style-type: none"> <li>o Patient Confidentiality Laws</li> <li>o Substance use disorders</li> <li>o Ability to multitask</li> <li>o Bi-Lingual (Spanish) preferred</li> <li>o Knowledge of Drug-Free Workplace Policies</li> <li>o Knowledge of Workplace Violence</li> </ul>
<b>5. AGE SPECIFIC INDIVIDUALS SERVED/ RESPONSIBILITY:</b>	Adults
<b>7. EMPLOYEE CLASSIFICATION:</b>	Exempt

<b>WORKPLACE ENVIRONMENT</b>																																																																																																									
<b>1. ENVIRONMENTAL CONDITIONS:</b>	Position requires work in a temperature-controlled environment; 80%-90% of the time spent indoors.																																																																																																								
<b>2. MACHINES/EQUIPMENT USED:</b>	Computer Fax Machine Telephone System	Calculator Copy Machine ID Camera																																																																																																							
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<b>6. POTENTIAL WORKPLACE HAZARDS:</b>	Normal Workplace Hazards
<b>7. POTENTIAL WORKPLACE VIOLENCE:</b>	Low Risk Level
<b>SPECIFIC AREAS OF RESPONSIBILITY TO POSITION</b>	
<ul style="list-style-type: none"> <li>● Create and support an environment of recovery within the standards of ClearVision Health and Wellness (CVHW)</li> <li>● Show up to work dressed appropriately (business casual) and with an attitude of helpfulness</li> <li>● Work as a team to attend to all daily operations</li> <li>● Meeting with clients to evaluate their health and substance problem(s)</li> <li>● Identifying issues and developing goals and treatment plans</li> <li>● Teaching clients coping mechanisms</li> <li>● Helping clients develop skills that are beneficial with finding jobs to establish their career</li> <li>● Leading group therapy sessions</li> <li>● Providing updates and progress reports to courts</li> <li>● Referring clients to support groups</li> <li>● Meeting with family members to provide guidance and support</li> <li>● Supervises client activities and observes any issues within the community</li> <li>● Participate in staff meetings as needed</li> <li>● Notify Clinical Supervisor of any client concerns</li> <li>● Facilitate group sessions with clients daily</li> <li>● Clear communication with supervisors and coworkers</li> <li>● Write detailed, concise, group and individual session notes</li> <li>● AMA Blocking and discharge as necessary</li> <li>● Completing all required paperwork on time is necessary</li> <li>● Comply with all regulatory requirements</li> <li>● Conduct monthly in-service trainings</li> <li>● Ensure facility policies and procedures are followed consistently</li> <li>● Work with Clinical Supervisor to document all trainings</li> <li>● Maintains appropriate boundaries and ethical behavior with clients, families, and other professionals</li> <li>● Other duties as assigned by supervisor and/or other management</li> </ul>	

**CERTIFICATION OF RECEIPT AND UNDERSTANDING**

I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature & Title

\_\_\_\_\_  
Date