

MARINERS INN

TITLE: Social Work Therapist (MER) **EFFECTIVE DATE:** 09/01/2001

Classification: Non-exempt

Status: Fulltime

REPORTS TO: Director of Recovery Housing/Aftercare Director

REVIEWED DATE: 7/1/13, 8/11/16

REVISED: 7/1/13, 12/6/16, 4/20/17

SUPERVISES: NONE

RESPONSIBILITIES:

- Responsible for organizing and conducting orientation, intake sessions for persons with disabilities.
- Conduct a comprehensive assessment and intake on all newly admitted clients during their **first week** of orientation in the program.
- Complete Master Plan for each newly admitted client within **14 days**.
- Complete all documentation accurately and in a timely manner according to standard practice. Ensure documentation is legible, contains proper dates, signatures and credentials. This includes the following and others as required:
 - Intake/Assessment (7days)
 - Master Treatment Plan (14days)
 - Progress Notes (end of shift)
 - Case Review (45days)
 - Discharge Summaries (1 day after clients are discharged)
- Document client contacts, counseling interventions, client's response, therapeutic progress and future therapeutic plans after each session, according to standard practices.
- Evaluate client's progress in meeting the treatment goals and revise Master Treatment Plan to meet changing client needs according to standard practices and required time frames.
- Facilitate both individual and group therapy sessions to deal with various client issues.
- Conduct individual counseling sessions with clients to discuss assignments and monitor treatment.
- Provide emergency/trauma counseling, crisis interventions and diagnostic consultation as needed.
- Assist and motivate clients in integrating into support systems (AA, NA, etc), when indicated in treatment plan.
- Coordinate multiple treatment activities with other staff members and make appropriate referrals based on needs assessment and as indicated on client treatment plan, progress notes and case review.
- Participate in on-site supervision, staff meetings, multidisciplinary treatment team meetings, consultation and conferencing on a weekly basis, or as required.
- Maintain consistent punctuality at assigned groups, individual appointments and staff meetings as observed by supervisor and other staff.
- Maintain client privacy and confidentiality according to Mariners Inn and Federal procedures at all times.
- Develop, with client, appropriate discharge and after care plans as indicated by discharge goals and referrals.
- Maintain on-going research, reading and study to increase knowledge of population specific to site and the issues with which they struggle. Maintain knowledge of current literature in the chemical dependency field as demonstrated by contributions made in team meetings.
- Conduct periodic in-service and community outreach presentations and training sessions.
- Experience with writing case notes on a master degree level.

- Assist with intake and completing all forms in FYIDB within 24 hours of entry.
- Maintain commitment to professional competency by maintaining credentialing process.
- Maintain and contribute to the value of Mariners Inn by demonstrating the high quality of care outlined in our Quality Assurance Standards.
- Provide positive, supportive communication to clients, visitors, families and Mariners Inn employees as demonstrated by positive feedback from those individuals. Support the Mariners Inn values by positive community interactions as indicated by positive feedback from referral sources, clients and community.
- Demonstrate support for Mariners Inn and its staff by providing constructive criticism and by using appropriate mechanisms to resolve problems.
- Assist in research and development of new funding sources for maintenance of program.
- Participate in performance appraisal process by identifying own learning needs and individual goals with supervisor.
- Make suggestions pertinent to cost effectiveness of the operation of the program. You are also required to contribute to the cost containment efforts of Mariners Inn by meeting units of service standard weekly, monthly, and as otherwise needed.
- Other duties as assigned by the Housing Director.
- Ability to lift 15-20 lbs.
- Ability to stare at computer for hours at a time.

QUALIFICATIONS:

- Minimum of Bachelor's Degree (Master's Degree preferred) in Counseling, Social Work or a related field.
- Three years' service delivery experience with substance abuse and/or homeless population.
- Composition skill sufficient to complete all required documentation and correspondence of the job.
- Skills in clinical assessment and diagnosis necessary, including expertise in the use of the DSM IV.
- Interpersonal skills sufficient to establish and maintain effective communication with clients, referral services and staff.

This description is intended to describe the type of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by January 31, 2018. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.

Salary Range: \$35k - \$40k