

MARINERS INN

Title:	Outpatient Counselor (Contractual)	Effective Date:	10/2010
Classification:	1099 Subcontractor	Reviewed Date:	10/2014, 8/15
Reports To:	Outpatient Supervisor	Revised:	8/2015, 12/2016
Supervises:	None		

RESPONSIBILITIES:

- Assist with the intake process and work with new clients to build motivation for change.
- Maintain a caseload as assigned and demonstrate a willingness to assist fellow counselors when the need arises or when requested by management.
- Maintain accurate, updated records and progress notes in client's files. Ensure that all services provided to clients are documented appropriately.
- Conduct individual sessions with clients as frequently as needed and demonstrated by assessment information.
- Assuring that the practices are in compliance with CARF licensing and accreditation standards, as well as other funding source requirements
- Address client holistically including areas of physical and emotional health, sobriety, employment, citizenship and spiritual needs
- Participate in regular in-service and external training sessions to meet certification/licensing requirements and continued professional growth as required by management.
- Demonstrate professionalism and loyalty to the staff, clients, and community.
- Follow approved guidelines and procedures of the agency to ensure that client's recipient and confidentiality rights are not violated.
- Attend quarterly supervision sessions with Outpatient Supervisor.
- Other duties as assigned by the Outpatient Supervisor.
- Ability to walk frequently to retrieve facsimiles, copies, and printed documents.
- Ability to sit for long periods of time while working & typing on a computer.

QUALIFICATIONS:

- Masters Degree in Social Work, Psychology, Counseling, Addictions Studies or related field.
- Proper Michigan State Licensure that is current, in good standing, and meets requirements set forth by the State of Michigan.
- Minimum of one year's sobriety (if recovering).
- Possess CADC/CAADC credentialing or have a Development Plan on file with MCBAP that is not expired and is in good standing.
- Experience with both addiction treatment and mental health treatment.
- Ability to meet the physical, mental and visual standards of the job.
- Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.
- Must have and provide proof of current Individual Professional Liability Coverage \$1,000,000/\$3,000,000

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by April 21, 2017. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.