

# MARINERS INN

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**Title:** Substance Abuse Counselor  
**Classification:** Non-exempt  
**Reports To:** Clinical Director  
**Status:** Full-time  
**Supervises:** None

**Effective Date:** 05/20/00

**Reviewed Date:** 01/30/02, 4/12/17  
**Revised:** 10/2004, 02/01/2007, 07/30/2010,  
11/5/2010, 2/28/2011, 10/25/11. 4/12/13,  
4/29/15,4/25/2017

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## 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 electronic files.
- Maintain appropriate billing practices and ensure required documentation is submitted into the MN-WIN system.
- Conduct individual sessions with clients on a weekly basis and document these sessions appropriately.
- Conduct structured group therapy sessions three times per week with caseload and didactic sessions based on a curriculum and assignment by Program Director.
- Document all individual and group sessions appropriately to ensure billing, audits, and CARF accreditation.
- 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.
- Provide general supervision and training to assigned internship student(s).
- Other duties as assigned by the Treatment Director
- Assist with planning special events and field trips for clients.
- 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, Addictions Studies or related field preferred.
- Appropriate licensure (LLPC, LPC, LLMSW, LMSW, TLLP, LLP) to provide therapeutic services.
- Minimum of one year's sobriety (if recovering).
- Possess CAADC credentialing or ability to gain a MCBAP Development Plan within the first 30 days of employment.
- 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 which 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.

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

***Cover Letter and Resume should be emailed to [humanresources@marinersinn.org](mailto: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.***