

# MARINERS INN

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<b>Title:</b> Substance Abuse Counselor	<b>Effective Date:</b> 05/20/00
<b>Classification:</b> Non-exempt	<b>Reviewed Date:</b> 01/30/02, 4/12/17, 12/13/17
<b>Reports To:</b> Clinical Director	<b>Revised:</b> 10/04, 02/07, 07/10, 11/10, 2/11, 10/11, 4/13,
<b>Status:</b> Full-time	4/18
<b>Supervises:</b> None	

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*The Residential Substance Abuse Counselor works full-time in a person-centered and team-oriented setting to maintain a diverse and robust Inpatient caseload; keep accurate and updated clinical documentation for all assigned clients; participate and lead case conferences as needed; and conduct weekly individual therapy sessions, group therapy sessions, and facilitating a didactic lecture on Addiction, Recovery, Co-Occurring Disorders, or another related topic--clinically and ethically sound supervision is provided.*

## 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 Clinical 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 Clinical 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.

## COMPENSATION & BENEFITS:

- \$35K - \$40k (Non-MSW – MSW)
- Medical, Dental and vision after 90 Day Introductory period
- Life/AD&D and LTD (Company paid benefits after 90 days)
- 401K Profit Sharing Plan
- Supplemental Insurance: AFLAC

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