

Job description Clinical Counselor – Addiction Recovery

Reports to: Clinical Director

Full Time or Part-Time: 20 to 40 hours per week

Compensation: \$28.00 to \$32.00 per hour, **Signing Bonus** \$1000 (\$500 after 90 days, \$500 after 180 days).

Benefits:

- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Health, Vision, Dental Insurance
- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**.

Organization Overview: Established in 1968, the Westminster Rescue Mission is a community that provides clinical, physical, and spiritual resources to heal the addicted and feed the hungry. The Mission serves Carroll County and surrounding communities through its programs.

Summary: WRM Clinical Counselors provide psychotherapy services to residential and outpatient clients. Help to assess new clients for substance use disorder and co-occurring mental health disorders. Works with all clients to develop individualized treatment plans, including goal planning and achievement. Adheres to clinical policies and procedures in conformance with CARF regulatory standards and any COMAR requirements for the State of Maryland.

Duties and Responsibilities:

- Serves as mental health counselor for both outpatient and residential clients, providing both individual and group counseling.
- Provide psychosocial assessments during intake process for new clients, as needed.
- Works with clients to develop individual treatment plans.
- Documents clinical notes for all client sessions
- Provide orientation to all new and returning clients.
- Document each client's treatment plan updates and ASAM within the regulatory timeframes.
- Consult with other staff and document the client discharge summary.
- Participate in both formal and informal care management team meetings.
- Communicate with various referral sources and directly with potential clients.
- Coordinate clinical care and services with other WRM licensed clinicians as well as recovery staff.
- Keeps case notes and documents summaries of Care Team meetings.

- Works with administrative staff to ensure billing procedures are followed.

Skills and Requirements:

- Must have current LCSW-C, LCPC, LCMFT, LCADC or LGSW, LGPC, LGMFT, or LGADC credential in addition to NPI and Medicaid number. Clinical Supervisor credential a plus.
- CAC-AD, CSC-AD, AD-Trainees will also be considered.
- Familiarity with CARF behavioral health standards and experience with implementation of policies and procedures.
- Familiarity with ASAM levels of care and COMAR regulations regarding SUD inpatient and outpatient services
- Has knowledge of and experience working with substance use disorder population and addiction treatment providers.
- Knowledge of and familiarity with EHR, Azzly a plus
- Exhibits good judgment, sensitivity, and compassion.
- Demonstrates strong communication skills.
- Demonstrates effective problem-solving skills.
- Willing to work a flexible schedule.
- Maintains a respectful and considerate relationship with clients and staff regardless of race, gender, age, appearance, or circumstances.
- Ability to work independently, showing initiative, and collaboratively, with a commitment to spirit of teamwork and the greater good of the Mission community.
- Knowledge of and commitment to the Programs, policies, and procedures of the Mission

Physical Requirements: Standing, sitting, typing, bending, and lifting to 25 pounds.

Equal Opportunity Employer: Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.