



Clinical Counselor – Addiction Recovery, Rev. 04-2026

Reports to: Chief Health Officer

Full Time: 40 hours per week

Summary: WRM Clinical Counselors provide psychotherapy services to residential and outpatient clients. Help to assess new clients for substance use disorders and co-occurring mental health disorders. Works with all clients to develop individualized treatment plans, including goal planning and achievement. Informs and works with the Recovery Team and other clinical staff about mental, emotional, and other health issues that may impact any client's participation in the program and recovery plan. Participates and assists with the house, care team, clinical, and treatment team meetings. Adheres to clinical policies and procedures in conformance with CARF regulatory standards and any COMAR requirements for the State of Maryland. Completes all documentation accurately and promptly, following the recordkeeping policy and procedures. Contributes to the accomplishment of the Mission's functions and operations, as needed. May have other duties as assigned from time to time.

Duties and Responsibilities:

- Serves as a mental health counselor for both outpatient and residential clients, providing both individual and group counseling.
- Provide psychosocial assessments during the intake process for new clients, as needed.
- Works with clients to develop individual treatment plans and communicates regularly with other recovery staff and clinicians about ongoing progress and concerns as relates to these plans.
- Documents clinical notes for all client sessions in a timely manner commensurate with professional standards and in compliance with AHC policy
- Provide orientation to clients ensuring all related forms and documentation are understood by the client.
- Document each client's treatment plan updates and ASAM within the regulatory timeframes.
- Consult with other staff and document the client's discharge summary regardless of reason for the client's exiting the program.
- Participate in both formal and informal care management team meetings supporting client's mental, emotional, relational, and psychological health.
- Communicate with various referral sources and directly with potential clients sharing information about the Mission's program, the assessment and intake process, and what to expect if accepted into the program.
- Coordinates clinical care and services with other WRM licensed clinicians as well as recovery staff.
- Keeps case notes and documents summaries of Care Team meetings, communicates with recovery team, other clinical staff, and Management about any issues or concerns which may impact the client's successful completion of their recovery program, Mission operations or the well-being of individual clients or the Mission community.

- Works with administrative staff to ensure billing procedures are followed.
- Works to resolve conflicts in a straightforward and timely manner.

Skills and Requirements:

- Must have current LCSW-C, LCPC, LCMFT, LCADC or LMSW, 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 to keep agency in conformance with such.
- 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 electronic health record systems.
- 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.