

**ST. CHRISTOPHER'S INN
JOB OPENING
Dated: July 15, 2022**

**Resumes can be emailed to HR@atonementfriars.org
Also, please check us out on Indeed!**

Position: SUD Transitional Housing Counselor

Reports to: Administrative Director of Counseling and Shelter Services

Position Summary: Provides alcohol and substance abuse counseling and case management to clients residing San Damiano Sober House.

Minimum Education: Bachelor's degree preferred, High School Diploma CASAC or CASAC eligible

Minimum Experience: One year chemical dependency experience

Required Certification/Registration: CASAC or CASAC eligible

Other: Basic computer skills.

DUTIES:

1. Assist in implementing the established program policies, mission, and procedures related to Supportive Living Services in sober transitional housing.
2. Maintain clinical records in compliance with OASAS.
3. Provide Substance Abuse Counseling and maintain a caseload.
4. Maintain optimal client attendance for individual and group therapy
5. Facilitate up to 60 units of group therapy weekly
6. Meet with individuals on caseload every week

7. Intervene with clients regarding particular problems as needed, ex: intoxication, psychotic, suicide.
8. Provide group counseling as well as perform scheduled tasks as necessary.
9. Work as a team with House Manager to manage house-related issues.
10. Assist in facilitating intake and orientation of new clients.
11. Complete accurate and timely Biopsychosocial Assessments.
12. Complete Recovery Care Plans timely and accurately.
13. Complete Discharge Plans before clients leave the facility
14. Complete Discharge Summaries within regulatory periods.
15. Maintain accurate, up-to-date clinical record keeping
16. Make appropriate referrals for services that the residents may need, such as treatment, vocational, mental health, and other services.
17. Contributes input for Performance Improvement regarding the quality of care and planning of clinical services.
18. Effectively provide for crisis intervention when necessary.
19. Assist in the development and implementation of house and individual client goals.
20. Provide guidance and structure in a supportive living environment.
21. Prepare reports and maintain statistical data.
22. Facilitate client satisfaction questionnaires
23. Interface with other providers
24. Assist clients in attaining necessary benefits
25. Conduct Urine Drug Screens/Swabs
26. Assist in client transportation when necessary

27. Maintain a 75% completion rate
28. Attends required work-related meetings and training as required by SCI.
29. Participate with community organizations and committees when invited.
30. Is knowledgeable regarding OASAS regulations on confidentiality, CFR-42, HIPAA, and HIV State confidentiality laws.
31. Maintain all applicable certificates.

32. Ensure 99% occupancy rate
33. Maintain daily communications with Program Director
34. Respond to UR requests promptly.
35. Understands and complies with the SCI Corporate Compliance plan, which includes adherence to the Code of Conduct, policies and procedures, mandatory training, and all rule, regulations, and laws set forth by governing authorities.
36. Work as a team player in all areas to enhance the program.
37. Represent our agency with an ethical, fair, and positive attitude.
38. Understand and practice confidentiality of all materials handled in the performance of duties.
39. Maintains confidentiality of all client information as required by the NYS Office of Alcoholism and Substance Abuse ("OASAS") as required by law under NYS CFR 42
40. Demonstrate professionalism in all interactions.
41. Takes direction appropriately.
42. Displays computer literacy.
43. Demonstrates ability to work independently.
44. Other responsibilities as assigned.