



JOB TITLE: ADDICTIONS COUNSELOR
REPORTS TO: Behavioral Health Director
DATED: Revised January, 2019
EMPLOYMENT STATUS: Exempt

POSITION SUMMARY:

The Addictions Counselor serves as a member of the Primary Care Team ensuring that KCHC patients receive appropriate mental, behavioral and emotional support services during and following their primary care clinic visits. The Addiction Counselor will provide substance abuse treatment services for the patients of KCHC.

A. ESSENTIAL JOB FUNCTIONS:

Acts an integral member of the KCHC Healthcare Team. Works collaboratively with patients and their caregivers—to the extent preferred by each patient—to accomplish shared goals within and across settings to achieve coordinated, high-quality care. Provides ongoing guidance, support, and education to other members of the KCHC Healthcare Team as it pertains to ensuring effective, quality primary care for KCHC patients and their families.

1. Complete and maintain accurate records or reports regarding the patients' histories and progress, services provided, or other required information.
2. Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
3. Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program.
4. Develop client treatment plans based on research, clinical experience, and client histories.
5. Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans.
6. Intervene as an advocate for clients or patients to resolve emergency problems in crisis situations.
7. Modify treatment plans to comply with changes in client status.
8. Oversee medication calls.
9. Coordinate counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers.
10. Attend training sessions to increase knowledge and skills as approved by Executive Director.
11. Participate in case conferences or staff meetings as appropriate.
12. Provide clients or family members with information about addiction issues and about available services or programs, making appropriate referrals when necessary.



13. Conduct chemical dependency program orientation sessions.
14. Coordinate activities with courts, probation officers, community services, or other post-treatment agencies.
15. Act as liaisons between clients and medical staff.
16. Plan or implement follow-up or aftercare programs for clients to be discharged from treatment programs.
17. Assess individuals' degree of drug dependency by reviewing current urine samples as appropriate.
18. Instruct others in program methods, procedures, or functions.
19. Counsel family members to assist them in understanding, dealing with, and supporting clients or patients.
20. Confer with family members or others close to clients to keep them informed of treatment planning and progress.
21. Follow progress of discharged patients to determine effectiveness of treatments.
22. Develop, implement, or evaluate public education, prevention, or health promotion programs, working in collaboration with organizations, institutions, or communities.
23. Complete special projects as assigned.
24. Maintain filing as assigned.
25. Complies with HIPAA privacy and security regulations.
26. Supports KCHC strategic, clinical and operational initiatives such as Patient Centered Medical Home.
27. May be required to work nonstandard schedule to meet the needs of patients and the communities served by KCHC.
28. All employees are expected to perform any reasonable work requested that falls within the qualification but not specifically described.
29. Other duties as assigned by Medical Director.

B. MISSION STATEMENT

Our Mission is: *To provide high quality, comprehensive primary and preventive health care services.*

Employee upholds and supports our mission statement by demonstrating the Employee Behavior Expectations as outlined below.

C. EMPLOYEE BEHAVIORAL EXPECTATIONS

KCHC is a place where kindness and respect are our guiding principles. The following behaviors demonstrate our commitment to honoring those principles in our everyday work lives.

As a KCHC employee, I pledge to:

1. Appearance:
 - a. Maintain a professional personal appearance and abide by the dress code at all times while working for and representing KCHC
 - b. Demonstrate a positive affect

2. Attitude:
 - a. Acknowledge clients, and maintain appropriate eye contact
 - b. Always be welcoming, kind, courteous, respectful and helpful to clients and co-workers alike
 - c. Express gratitude often
3. Respect:
 - a. Always treat patients as if they were treasured family members
 - b. Always treat colleagues in a respectful manner
 - c. Celebrate and respect diversity in culture, life style, points of view, and belief systems
4. Ownership/Accountability:
 - a. Act as a member of the KCHC Healthcare Team in the provision of health services to individuals, families, and/or their communities. Work collaboratively with patients and their caregivers—to the extent preferred by each patient—as well as with other members of the KCHC Healthcare Team to accomplish shared goals within and across settings to achieve coordinated, high-quality care.
 - b. Act as an ambassador representing KCHC
 - c. Anticipate and consistently exceed customer/patient needs and expectations
 - d. Understand and willingly accept all appropriate job responsibilities
 - e. Demonstrate a proactive, positive approach to problem solving
5. Communication:
 - a. Always acknowledge patients and their family members using their preferred names
 - b. Keep patients and their families fully informed throughout their visit
 - c. Always maintain patient confidentiality and respect patient and co-worker privacy
 - d. Utilize kind and respectful telephone and email communication
 - e. Demonstrate positive and proactive communication skills including active listening.
 - f. To speak respectfully, complain rarely, and actively participate in finding solutions that benefit everyone involved!
 - g. Recognize and celebrate random acts of kindness

D. ESSENTIAL JOB QUALIFICATIONS

1. **Education/Certification:** Counselor Technician required, CDC I or CDC II strongly preferred. Please refer to <https://www.addiction-counselors.com/states/alaska-substance-abuse-counselor.html> for certification guidelines.
2. **Experience:** Minimum of one year of previous/related experience.
3. **Certification:** Must be able to maintain clinical certification; without restriction, probation, or limiting condition or threat thereof; including meeting all requirements for ongoing training and supervision
4. **Other Qualifications:**
 - Communication:
 - Ability to effectively communicate, verbally and in writing, with all levels of staff personnel.
 - Collaboration:
 - Team-oriented and able to work collaboratively with staff.
 - Strong problem-solving and time-management skills.
 - Ability to work independently in a fast-paced, medical office environment with frequent interruptions, public contact, and occasional crisis situations.



- Ability to maintain strict confidentiality with sensitive medical information and foster an ethical work environment.
 - Ability and willingness to carry out responsibilities in accordance with the organization's policies and applicable laws.
 - Cultural Competence:
 - Demonstrates complete understanding and responds effectively with sensitivity to special populations served by KCHC. Special populations include, but are not limited to, those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, disability status, migrant, homelessness, seasonal workers, and the uninsured.
5. **Attendance:** Regular attendance and punctuality is expected and required.
6. **English Language:** Must be able to read, write, and speak English.



IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

C	=	Continually	(5½ to 8 hours per day)
F	=	Frequently	(2½ to 5½ hours per day)
O	=	Occasionally	(½ to 2½ hours per day)
R	=	Rarely	(less than ½ hours per day)
N	=	Never	(0 hours per day)

I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)	
1 – 10 lbs.	F
11 – 20 lbs.	R
21 – 35 lbs.	N
36 – 50 lbs.	N
51 – 75 lbs.	N
76 – 100 lbs.	N

II. PUSHING/PULLING (Amount of force exerted to push and/or pull)	
1 – 10 lbs.	F
11 – 20 lbs.	R
21 – 35 lbs.	N
36 – 50 lbs.	N
51 – 75 lbs.	N
76 – 100 lbs. *	N

* If over 100 lbs.: must have assisting personnel and appropriate moving equipment.

III. POSTURES/MOVEMENTS	
Sitting	C
Standing	R
Walking	R
Stooping, kneeling, crouching and/or crawling	N
Reaching and/or grasping	O
Hand/finger dexterity	C
Climbing and/or balancing	N
Carrying, pushing and/or pulling	N

I. COGNITIVE/SENSITIVE	
Talking	C
Hearing	C
Sight (addendum: acuity, color blindness)	C
Smelling/tasting	N

II. WORK ENVIRONMENT	
Working inside	C
Walking outside	N
Changing temperatures	N
Wet/Humid Conditions	N
Areas of dust, odors, mist, gases or other airborne matter	N
Mechanical, electrical and/or other hazards	N
Confined spaces	N

III. OTHER ASPECTS	
Biohazardous Materials (Always follow Universal Precautions)	N
Chemicals	N

IV. Special Equipment/Clothing	
Personal Protective Equipment	N

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.



This Job Description reflects Kodiak Community Health Center’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract.

Your signature below indicates that you have read this job description and fully understand your essential job functions, essential job qualifications, and your agreement to comply with all Employee Behavioral Expectations.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____