**Richland County Community Alternative Center**

597 Park Avenue East

Mansfield, OH 44905

(419) 774-3576

Jennifer L. Moore MA, LPCC-S Richland County Common Pleas Court

Director Judge Brent N. Robinson

Judge Phillip S. Naumoff

**JOB DESCRIPTION**

**Position:** Substance Abuse Treatment Counselor

**Department:** Richland County Community Alternative Center

**Supervised by:** Director

**GENERAL DESCRIPTION OF DUTIES:**

1. Complete psychosocial assessments
2. Provide group, individual, and family counseling
3. Maintain communication with treatment team including Director, referring and collaborating agencies, employers, and all other parties as indicated. Provide documentation of ongoing case management duties as needed
4. Provide crisis intervention as indicated
5. Provide AOD education and Life Skills classes as determine by Director
6. Complete documentation on all treatment, case management, and educational programming as required by program policies and procedures
7. Preparation of reports regarding statistics and other required documents
8. Maintain computer data regarding client care
9. Maintain productivity standards established by Director
10. All other duties and assignments required

**Minimum Training and Experience:**

* Preferred Licensed Social Worker, Licensed Professional Counselor through State of Ohio Counseling Board – with AOD scope of practice
* May consider LCDC-II or LCDC-III certification from the Ohio Credentialing Board
* Must have knowledge of the function and procedures of the criminal justice system
* Group experience preferred