

ADULT REHABILITATION CENTER

JOB DESCRIPTION

JOB TITLE: COUNSELOR

DEPARTMENT: PROGRAM

STATUS: FULL TIME

IMMEDIATE SUPERVISOR: ADMINISTRATOR

THE SALVATION ARMY MISSION STATEMENT: The Salvation Army, an international movement, is an

evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in His name without discrimination.

QUALIFICATIONS:

* Certified Alcohol and Drug Counselor or bachelor’s degree plus 3 years work/volunteer experience in the substance abuse field
* 1-year experience teaching or presenting material pertaining to rehabilitation from addiction
* Age 21 or above
* Ability to make critical decisions and work with minimal supervision
* Knowledge of Microsoft Office programs with ability to learn additional software as appropriate
* Excellent organizational skills with attention to detail
* Ability to track multiple tasks efficiently, completing each in a professional and timely fashion
* Professional judgment and integrity in holding in confidence all information pertaining to beneficiaries, families and co-workers
* Commitment to support and apply the philosophy and goals of The Salvation Army Adult Rehabilitation Center and the ARC Mission Statement
* Active Christian worldview
* If in recovery, must have 3 years of continuous sobriety
* No evidence of existing chemical dependency
* Must be willing to travel to events both in the area and in the territory

 PHYSICAL REQUIREMENTS:

* Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
* Ability to grasp, push, pull objects such as files, file cabinet drawers, and other office equipment
* Ability to communicate clearly on the telephone and in writing
* Ability to lift up to 30 lbs
* Ability to perform various repetitive motion tasks

JOB OBJECTIVE:

Under the direction of the Administrator, counselors are responsible for the counseling care and education that is directly provided to beneficiaries. As a team member in the program area, this position promotes a climate for effective performance and learning through attitude, willingness to teach and learn, and availability to beneficiaries and staff. Encouragement is given to the individual to continue to seek experience and training which will enhance the ability to work more effectively with those who seek Salvation Army services.

ESSENTIAL JOB DUTIES:

1. Assist beneficiaries to understand and overcome social and emotional problems through individual and process

group counseling.

2. Conduct comprehensive psychosocial assessment interviews with newly admitted beneficiaries.

3. Keep beneficiary files up-to-date with proper documentation of counseling and class activities for those

beneficiaries assigned.

4. Develop individual monthly rehabilitation plans for beneficiaries seen in counseling.

5. Assist assigned beneficiaries in preparation for 90- and 150-day reviews.

6. Lead groups or classes as assigned by the Administrator.

7. Attend weekly Case Conference (as assigned) and provide input to discussion as helpful.

8. Provide and maintain counseling statistics for monthly Program reports.

9. Document and maintain appropriate Progress Notes in beneficiary files.

10. Assess spiritual needs of beneficiaries seen in counseling and make in house referrals as needed.

11. Attend at least one Wednesday night chapel service each month.

12. Serve as back-up to other counselors as needed.

13. Support other staff of the Program Department as able.

14. Any and all overtime as well as working outside of assigned hours must have the written approval of the Administrator.

15. Perform other duties as assigned by the Administrator.

16. Be able to assist with intake related issues in the absence of the Intake Coordinator.

17. Work with interns as assigned by Administrator.

By signing and dating the following, I am agreeing to the Duties and Responsibilities as described here.

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_