**NORTHEAST VALLEY HEALTH CORPORATION**

***Job Description***

**Substance Use Disorder Counselor I**

**Definition:**

Under the general supervision of the Associate Director of Behavioral Health and SUD, the Substance Use Disorder Counselor I works with patients/individuals who are addicted to a wide variety of substances. The Substance Use Counselor I provides counseling and supportive services to patients and their support system(s) to overcome their addiction and provides linkage such as referring to external agencies for treatment beyond the scope of primary care. The Substance Use Counselor I is part of the integrated medical/behavioral care team and works with a variety of other care team members to improve positive outcomes.

**Reports to:** Associate Director of Behavioral Health and SUD Services. While on site at a health center, the Substance Use Counselor I has reporting responsibilities to the Site Administrator or a Program Director.

**Responsibilities:**

1. Works in collaboration with NEVHC interdisciplinary clinical team to provide evidence-based counseling to patients addicted to drugs and/or alcohol. Schedules sessions with patients; refers patient as appropriate to other internal or external services. Tracks patient progress and documents. Works collaboratively with behavioral health providers on site.

.

1. Encourages and guides patients through a recovery process by utilizing Motivational Interviewing techniques that aid patients to overcome triggers for substance use/abuse.
2. Provides services in the form of individual, group, and with patients’ support system(s), crisis intervention, and linkage directed at reducing psycho-social stressors and promoting alternative choices. Maintains patients’ files and documents in the electronic health record according to confidentiality and HIPAA regulations.
3. Performs outreach activities as directed to build caseload. Carries out health education activities related to SUD to expand awareness of services and resources in health centers and community.
4. Functions as a guide and offers assistance to patients in navigating the health care system; including mental health, substance use services, and accessing related social services to improve care and treatment.
5. Establishes and maintains communication between patients, their support system(s), providers, behavioral health staff, and the health care team to facilitate care.
6. Conducts health education classes on substance use topics.
7. Identifies specific psycho-social needs of the patients and works in concert with other clinic staff to meet those needs. Works within their scope of competency and practice.
8. Participates in and complies with all NEVHC mandatory trainings including the following:
9. Infection Control Program
10. Environment of Care Management Plans and Emergency Management Program; and participates in emergency response activities as directed
11. Corporate Compliance Program
12. Code of Conduct
13. Risk Management & Compliance
14. Utilize the CARE Communication model to provide impressive service
15. Connect with our patients and their families
16. Appreciate what our patients and families say and acknowledge their situation
17. Respond in ways that would be helpful to the patient and their family
18. Empower patients and families to have confidence in their ability to contribute to their health and healthcare.
19. Apply the same principles to internal and external customers.
20. Support the NEVHC Guiding Principles
21. SAFETY: Participates in all safety programs which may include assignment to an emergency response team.
22. Participates in hazardous waste and infection control assignments as required which may include being designated as an emergency responder to a hazardous substance release or spill; performing infection control data collection, evaluation, reporting and follow-up in accordance with clinical health services policy and procedures.
23. It is the responsibility of every individual to understand how the Joint Commission’s National Patient Safety Goals relate to their job duties at NEVHC. It is the responsibility of every individual to report any patient safety concerns to their immediate supervisor without fear of reprisal.
24. Must demonstrate the knowledge and skills necessary to provide care for the specific population(s) served. (Refer to HR Policy # 149)
25. Performs related duties as required.

**Physical Requirements of the Job**:

In the course of performing this work, the employee:

1. Will spend substantial time sitting, speaking and listening, standing and limited walking.
2. May stoop and reach to file documents
3. May lift up to 15 lbs. periodically.
4. May read, write/type
5. May occasionally climb or balance, stoop, kneel, crouch or crawl.

**Qualifications:**

* + - 1. Minimum of a High School diploma or equivalent, such as a General Educational Development (GED) certificate. conduct health education classes related to substance use topics,
			2. Registered or certified Substance Use Counselor with Addiction Counselor Board of California with a minimum of at least 2 (two) years of experience in the alcohol and drug counseling field.
			3. Trained in counseling techniques, including the ability to facilitate groups, conduct individualized and patient center care, and be mindful of the impact of trauma and social economic disparities of the patient.
			4. Knowledge of community resources available to assist in the treatment of behavioral health and substance use disorders; knowledge of the principle and techniques of Motivational Interviewing
			5. Ability to understand and communicate with all segments of the community, particularly the ability to speak and write effectively; ability to obtain facts and to identify what is relevant and satisfactory; ability to identify and analyze situations accurately and to plan an appropriate course of action.
			6. Ability to identify and evaluate barriers during individual and group sessions. Ability to identify the impact of trauma on patients social-emotional wellbeing and health.
			7. Perform job duties with empathy towards patients; ability to utilize techniques such as values clarification, life goal setting, and other group techniques that are pertinent.
			8. If recovering from substance use/abuse, a minimum of 2 (two) years’ sobriety is required.
			9. Experience or working knowledge with the transient population, mental health issues and its social-economic impact.
			10. Fluency in Spanish (speaks, translate, read and write).
			11. Computer skills in Microsoft Office programs (Word, Excel, etc.), electronic health record systems, and database systems.
			12. Thorough working knowledge of business English, spelling, punctuation, and contemporary general office practices and procedures.
			13. Effective verbal and written communication skills to communicate clearly and effectively.
			14. Ability to work effectively in a multi-disciplinary team.
			15. Willing and able to work a flexible schedule, to include evenings and/or Saturday mornings.
			16. Sensitivity to the different cultures represented among NEVHC staff and patients.
			17. Demonstrated ability to listen and communicate with others in a professional and caring manner including sensitivity with individuals from diverse cultures and lifestyles.
			18. Demonstrated ability to set priorities for tasks to work effectively in spite of interruptions and under minimal supervision. Self-starter, reliable and dependable.
			19. Demonstrated proficiency with the electronic health record database within three months of attending training session(s).
			20. Ability to solve problems and make routine recommendations.
			21. Ability to maintain absolute confidentiality about health care and other patient/client information.
			22. Current California driver’s license, appropriate insurance coverage and a driving record acceptable to the NEVHC’s insurance carrier (if required to drive on the job).

**I have read and understand the attached Job Description for my current position Substance Use Disorder Counselor I at NEVHC.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee’s Signature |  | Date |
|  |  |  |
| Employee Name (Printed) |  |  |