



## VACANT POSITION ANNOUNCEMENT

**Date Posted:** 06/18/2013

**Cutoff Date:** 06/25/2013

***All applications must be submitted before 3:00 pm on the cutoff date indicated above.***

**Job Position:** Counselor

**Department:** Extended Care/Professionals Program

*Full-Time w/ Benefits – 40 hours per week*

**Date Position Available:** Immediately

**Job Description:** The Counselor provides psycho-education and structured group and individual counseling and/or therapy to patients and/or families impacted by substance abuse disorders, including professionals from various specialty fields (i.e., physicians, lawyers, nurses, executives). This position identifies problems and solutions and develops a foundation for recovery process through counseling working closely with referral sources and professional advocacy programs. Primary duties and responsibilities include, but are not limited to, the following:

- Facilitates individual and group and/or therapy sessions, within the scope of practice defines by licensure and clinical privileges, including case management
- Conducts biopsychosocials through 1:1 interviewing, assesses clinical problems, and develops treatment plans and continuing care plans in conjunction with the patient
- Orients new patients to the program and schedules.
- Documents clinical activities in electronic patient record according to established policies and procedures
- Communicates and documents collateral contacts, including family members, referral sources, professional advocacy programs, etc.
- In conjunction with clinical team, assists in monitoring and managing patient community as a therapeutic milieu
- Participates in staff meetings and treatment plan reviews
- Maintains confidentiality of company and personal information

### **Qualifications for Position:**

- Master's Degree strongly preferred; LADAC, LPC-MHSP, LMFT, LCSW or equivalent preferred and/or working towards licensure; Licensed Psychological Examiner (LPE) preferred
- Three (3) years experience involving addictions related treatment with minimum of one (1) year experience involving age/population specific addiction treatment required.
- Prior experience working with impaired health and other professionals preferred
- Knowledge of professional advocacy programs preferred
- Experience with case management, counseling and continuing care planning
- Understanding of 12 Step programs and philosophy
- Excellent organizational skills for managing and prioritizing multiple tasks and assignments
- Excellent interpersonal, active listening and interviewing skills
- Excellent written and oral communication skills
- Ability to maintain a therapeutic environment using a variety of behavior management skills
- Ability to deescalate a person in crises in calm and supportive manner
- Ability to use Microsoft Office products, including Word and Outlook and ability to learn clinical software package

***Inquiries should be directed to Robbie Sewell at phone (615) 432-3132. To apply for the above position, please submit a cover letter along with a current resume to Robbie at fax (615) 432-3133 or via email at [Roberta\\_sewell@cumberlandheights.org](mailto:Roberta_sewell@cumberlandheights.org). You will be contacted should an interview or other information be desired.***

***This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.***