

## VACANT POSITION ANNOUNCEMENT

**Date Posted:** 01/15/2013

**Cutoff Date:** 01/22/2013

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

**Job Position:** Family Counselor

**Department:** Men's Program

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

*Sundays thru Wednesday 8:00 am-5:00 pm and Thursdays 1:00-9:00 pm*

**Date Position Available:** Immediately

**Job Description:** The Family Counselor provides psycho-education and structured group and individual counseling and/or therapy to patients and/or families impacted by substance abuse disorders. 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 defined 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, EAPs, physicians, referral sources, judges, probation officers, etc.
- Participates in staff meetings and treatment plan reviews
- Performs CPR and First Aid as needed
- Attends required in-service training and education
- Maintains confidentiality of company and personal information

### **Qualifications for Position:**

- Master's Degree in Counseling or LADAC, LPC-MHSP, LMFT, LCSW or equivalent preferred or working towards licensure
- Three (3) years experience involving addictions related treatment with minimum of one (1) year experience involving age/population specific addiction treatment required.
- 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
- CPR/First Aid certified or eligible
- Must have ability to work cohesively and communicate effectively as a team member
- If recovering, two (2) years of verifiable abstinence required with five (5) years of verifiable abstinence preferred; active participation in appropriate 12 Step program preferred

***Inquiries should be directed to Will Radford at phone (615) 432-3190 or via email at [will\\_radford@cumberlandheights.org](mailto:will_radford@cumberlandheights.org). To apply for the above position, please submit a cover letter along with a current resume to Megan via email or at fax (615) 432-3134. 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.***