

## VACANT POSITION ANNOUNCEMENT

**Date Posted:** 03/28/2014

**Cutoff Date:** 04/04/2014

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

**Job Position:** Resident Counselor

**Department:** Still Waters

*One FT Position Available – 40 hrs/wk – Friday through Monday*

**Date Position Available:** Immediately

**Job Description:** The Resident Counselor provides education, structured group and individual counseling to residents and/or families impacted by substance use problems. This position identifies problems and solutions and develops a foundation for the recovery process through counseling. Primary duties and responsibilities include, but are not limited to, the following:

- Maintains caseload of residents and coordinates their care.
- Facilitates individual, group and family counseling
- Assesses life problems and develops plans of action, in conjunction with the resident.
- Documents pertinent activities in resident record according to established policies and procedures.
- Participates in daily and weekly team meetings and case reviews.
- Provides educational components relative to addiction and recovery to residents and families.
- Communicates with referral sources as needed.
- In conjunction with counseling team, assists in monitoring and managing resident community.
- Intervenes in crises to deescalate situation and resolve crises, using events as entries into recovery process for resident.
- Documents pertinent information into the resident record.
- Maintains confidentiality of company and resident information.

**Qualifications for Position:**

- Master's Degree or LADAC preferred, or working towards licensure
- Deep understanding of 12 Step programs and philosophy required
- Excellent interpersonal, active listening and interviewing skills; excellent written and oral communication skills
- Ability to maintain a safe and healthy 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 additional software packages
- CPR/First Aid certified or eligible
- 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
- Must be eligible to become an approved driver

***To apply for the above position, please submit a cover letter along with a current resume to Heath Chitwood, Director of Still Waters, via email at [heath\\_chitwood@cumberlandheights.org](mailto:heath_chitwood@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.*