

Date:	Job Title:	Code:
1/30/2020	Counselor	§ 410

Description:

A Mid-Atlantic Recovery Center Counselor is a highly motivated individual committed to working with our patients in a positive, supportive way that helps each person achieve their individualized goals. Our Counselors work directly for the Program Director, but in collaboration with the Operations Manager and Medical Director to ensure the best treatment is always administered.

Supervisor: Program Director

Hours: 35 hours per week

Primary Duties and Responsibilities of Counselor:

- Responsible for conducting individual and group counseling sessions.
- Provides support to patients and gives each patient the tools for a successful recovery.
- Monitors treatment plans and progress of caseload by keeping accurate and timely records to comply with all accreditation requirements.
- Be the patient’s main point of contact through the entire program.
- Works in collaboration with the Program Director, Medical Director and Operations Manager to ensure all aspects of a comprehensive individualized care plan are implemented.
- Follows all directives, corporate mandates, goals and objectives to achieve a positive work environment.
- Ensures compliance with the various regulatory bodies (SAMHSA, DEA, CARF, HIPAA, etc.) through best practices while treating both patients and staff with dignity and respect.
- Maintains patient, employee and company confidentiality at all times.
- Participates in clinic training where necessary.
- Takes part in the Company Performance Improvement Process while always looking for ways to improve the working environment.

Qualifications, Education and Training:

- Must have a Bachelor’s Degree in Psychology or a related field. Master’s degree preferred.
- Licensed CSAC-A or CSAC
- An understanding of HIPAA, Federal, State & CARF standards & regulations.
- Be customer service focused, eager to create a positive and non-judgmental work environment.

- Must have excellent oral and written communication skills.