

**CATHOLIC CHARITIES OF STEUBEN  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Per Diem Counselor	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Substance Free Living	<b>W/C#</b>	8865 Residential
<b>EEO CODE:</b>	9	<b>GRADE LEVEL:</b>	250

**PRIMARY FUNCTIONS:**

The per diem counselor functions as the counselor in the absence of the primary full time counselor or by working weekend shifts.

**SPECIFIC DUTIES:**

1. Gets involved in residents' daily activities, observes behavior and insures the maintenance of appropriate conduct.
2. Provides for the safety and integrity of the facility at all times.
3. Ensures all records are locked and medications are stored and monitored according to program policy.
4. Ensures the adherence of confidentiality regulations.
5. Coordinates services and communicates resident's conditions to appropriate service providers.
6. Provides counseling, education and training to residents in living skills through individual and group work.
7. Communicates effectively and works cooperatively with residents, staff and community professionals.
8. Participates in the development and maintenance of the therapeutic community.
9. Provides crisis management as needed. Has the ability to identify symptoms of decomposition and develop strategies to address concerns with appropriate treatment providers.
10. Maintains professional practices.
11. Adheres to policies and procedures, and performs other related tasks as assigned.
12. Transports residents in agency vehicles to program related activities.
13. Uses the daily log and progress notes to communicate information gathered during assigned shifts.

*Additional case management responsibilities:*

1. Ensure all residents receive comprehensive case management services and complete access to community services for legal, mental health, social services, vocational assessments, and misc. needs.
2. Ensures all residents have a medical history recorded and a physical exam performed within 45 days of admission.
3. Ensures the following: comprehensive service plans are prepared within 30 days of the development of the initial service plan, service plans are reviewed at least every three months thereafter and signed as required by the supervisor.
4. Ensures the discharge plans provide for the specific needs of a resident and prepared in collaboration with the resident.
5. Ensures progress notes are prepared at least once per week and reflect the goals and objectives of the service plan.

**TITLE OF DIRECT SUPERVISOR: Clinical Supervisor**

**QUALIFICATIONS:**

CASAC preferred or CASAC-t working toward full credentials.

**EXPERIENCE:**

Related experience and education in chemical dependency or human services field.

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**ADDITIONAL REQUIREMENTS:**

- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
- Possess excellent verbal and written communication skills.
- Previous experience working with diverse populations, including low to moderate- income families.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including client records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 30 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**EMPLOYEE CONFIRMATION:**

I have received and read a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name