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# Example of Substance Abuse Counselor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of substance abuse counselor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for substance abuse counselor

* Conduct initial counseling psych/social evaluations including strengths, needs, abilities, preference for aftercare, addiction and development and psychiatric history and assessment
* Conduct daily individual counseling session with assigned case load (up to 12 patients) focusing on progress in treatment, needs and aftercare plans, arrangements with community based resources, legal, family, and discharge arrangements
* Conduct family discharge session
* Identify resources and refer patient to community service provider, PCP, on-going substance abuse detox or maintenance, and other sources of support and education
* Lead large group counseling sessions (20-30 patients) utilizing various counseling approaches and formats (didactic, interactive, engagement worksheets) on addiction topics such as relapse prevention, self-help, triggers, feelings, denial, and stress management
* Identify and complete all necessary releases to complete aftercare arrangements
* Develop a self-help plan for each patient including educatino and identification of local meetings
* Completes comprehensive assessment of clients’ substance abuse history and treatment requirements and develops individualized treatment plans
* Facilitates community meetings
* Serves as the lead staff member in substance abuse service

## Qualifications for substance abuse counselor

* Prefer A.A
* The work environment and physical demands described below are representative of those that an employee encounters while performing the essential functions of this job
* Use of standard office equipment such as computer, keyboard, telephone, fax machine and copier
* Have a minimum of one (2) years experience providing substance abuse treatment services to an offender population
* Knowledge of addiction, chemical dependency, dual diagnosis, mental health, psychiatric diagnosis and the recovery process
* Ongoing education on psychiatric disorders, depression/anxiety/PTSD and their impact on addictions