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# Example of Substance Abuse Counselor Job Description

Our company is looking to fill the role of substance abuse counselor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for substance abuse counselor

* Assists the Program Director in daily administrative or support tasks
* Counsels inmates, individually and in group sessions, to assist in overcoming substance dependencies, adjusting to life, and making changes
* Completes and maintains accurate records and reports regarding the inmates' histories and progress, services provided, and other required information
* Develops individualized client treatment plans based on research, clinical experience, and client histories
* Reviews and evaluates clients' progress in relation to measurable goals described in treatment and care plans
* Interviews inmates, reviews records, and confers with other facility professionals to evaluate the inmate’s and physical condition and to determine their suitability for participation in specific programs
* Provides inmates or family members with information about addiction issues and about available services and programs, making appropriate referrals when necessary
* Modifies treatment plans to comply with changes in client status
* Provides relevant substance abuse information in a classroom-like environment
* Facilitates and co-facilitates educational presentations and group counseling on substance related matters

## Qualifications for substance abuse counselor

* Must be able to pass a detailed background check
* Certification as a Certified Addiction Counselor based on the requirements of the state in which the position works in
* Graduated from an accredited college or university with a minimum B.A
* CADC, required
* CADC (Illinois Substance Abuse Certification) is required
* AOD credentials (California certfication)