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# Example of Substance Abuse Counselor Job Description

Our growing company is looking for a substance abuse counselor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for substance abuse counselor

* Maintains professional relationships with other substance abuse professionals, programs, and associations
* Participates in staff training
* Participates in program disciplinary activities for inmates
* Maintains inmate records storage area in a secure manner
* Assists in the development of inmate schedules
* Provides case management and individual and group counseling for an assigned caseload of inmates, create, update and maintain case records
* Utilizes crisis intervention techniques if an emergency situation arises
* Utilizes conflict resolution strategies
* Completes comprehensive assessment of inmates’ substance abuse history and treatment requirements and develops individualized treatment plan
* Collects statistics as required for reporting purposes

## Qualifications for substance abuse counselor

* Working knowledge of support agencies such as Alcoholics Anonymous
* IV
* Licensed independent Arizona Substance Abuse Counselor (LISAC) is required
* Reports immediately to supervisor or Director
* Reports medical or safety concerns to the Director or RN in charge of
* A Master's Degree in Counseling Psychology, Social Work, or equivalent thereof