Downloaded from <https://www.velvetjobs.com/job-descriptions/substance-abuse-counselor>

# Example of Substance Abuse Counselor Job Description

Our company is growing rapidly and is hiring for a 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

* Participates in inmate classification hearings and program disciplinary activities for inmates
* Assists in the development of inmate schedules and inmate release planning
* Implements the Company's therapeutic community treatment model
* Prepares and submits all treatment and educational outlines, lectures, handouts and other relevant materials
* Maintains records and clinical charts as required by Company and client's contractual requirements
* Prepares schedules, reports, or other information required for the program
* Assesses client aftercare needs, issues and services
* Coordinates individual clinical care of assigned client caseload
* Maintains and updates resident client records and documents program in charts
* Facilitates of group therapy and utilizes appropriate treatment modalities in group sessions

## Qualifications for substance abuse counselor

* Associate's Degree in counseling or human services and a minimum of two year's experience working with the substance abuse treatment population, or
* Bachelors, Degree in counseling or human services and a minimum of one year of experience working with the substance abuse treatment population, or
* Master's Degree in counseling or human services
* Experience working with a corrections population is desired
* Minimum of three year's experience counseling criminal justice population in a substance abuse population
* Associate degree and/or high school diploma