



# Example of Drug Counselor Job Description

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Our innovative and growing company is hiring for a drug 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 drug counselor

- Participating in Treatment Team Meetings
  - Documenting in Avatar electronic record
  - Develops and maintains a list of students who are or have been involved in the program
  - Enters information into CIS as required
  - Assists in developing Standard Operating Procedures (SOPs) for program components
  - Provide drug and alcohol services for clients and their families utilizing skills applicable to the role of counselor in cooperation with other professional staff. Develop individual client treatment and aftercare plans
  - Complete funding related paperwork as needed to secure authorization for all services provided and maintain compliance as outlined in payer contract. Ensure appropriate client information is released to funding sources in compliance with agency, federal, and state regulations. Ensure all outgoing funding paperwork is correct, completed in entirety, and is within payer's timeframe guidelines
  - Verify client funding coverage and inform staff regarding benefit coverage. Obtain treatment authorization as required by various funding sources
  - Complete within (24) twenty-four hours of admission psychosocial assessment and treatment plan of residents
  - Provide individual and group alcohol and other drug counseling
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- Master's degree in chemical dependency, psychology, social work, counseling, nursing or other related field
- The final candidate selected for the position will be required to undergo a criminal background check
- High school diploma or equivalent and drug and alcohol treatment credentials from the state in which the position functions
- Master's degree in Counseling, Psychology, Social Work, Criminal Justice or Human Services is preferred
- Organized, and demonstrated strong leadership and interpersonal skills
- High School Diploma or G.E.D and Certified or Registered Addiction Specialist, , Certified Advanced Alcohol and Drug Counselor (CADAC), or Registered Addiction Specialist(RAS), or Certified Addiction Specialist (CAS), or Certified Addiction Treatment Counselor (CATC)