

## **Certified Substance Abuse Counselor (CSAC) Job Description**

Manage a small caseload of KEY INDEPENDENT DEVELOPMENT SERVICES substance abuse clients, providing services on an intensive basis and utilizing short-term, solution focused treatment goals and strategies.

- Prepares written diagnostic assessments in conjunction with the Certified Licensed Addiction Counselor, assessing KEY INDEPENDENT DEVELOPMENT SERVICES clients from multiple perspectives, including family functioning, psychological/emotional, social, academic, medical, behavior, skills, strengths, barriers to economic self-sufficiency, treatment history, and others and utilizing various assessment instruments.
- Facilitates wrap-around team meetings to enlist existing supports in determining and meeting service objectives and to identify additional resources and supports.
- Prepares written service plan, incorporating input from KEY INDEPENDENT DEVELOPMENT SERVICES clients, involved service providers, and wrap-around team members, and clearly identifying problem areas and needs, strategies and service objectives.
- Provides direct Substance Abuse Clinical services to KEY INDEPENDENT DEVELOPMENT SERVICES clients, including individual, family, couple and group therapy and issue specific or educational groups.
- Responds to crisis situations with twenty-four-hour availability.
- Documents case activities for both Clinical and Billing purposes.
- Prepares progress reports as required by referral source or service purchaser.
- Participates in Assessment and Planning Team and other interdisciplinary, diagnostic or planning meetings.
- Collaborates and coordinates with other case managers involved in service providers and professionals such as attorneys, school personnel, social workers, and probation counselors.
- Links KEY INDEPENDENT DEVELOPMENT SERVICES clients with external programs or services such as Health services, and Recreational activities.
- Works with Certified Licensed Addiction Counselor to increase effectiveness of therapeutic interventions.
- Prepares written Discharge Summary and Plan.
- Appraises Certified Licensed Addiction Counselor of workload, case activity, service barriers and procedural problems in staff and one-on-one meetings.

### **3. IMMEDIATE SUPERVISOR: Certified Licensed Addiction Therapist**

#### **4. MINIMUM QUALIFICATIONS: 12VAC35-105-420**

MUST have CSC-AD or CAC-AD certification by the Board of Professional Counselors & Therapists.  
Must have experience with TREATMENT PLANS

##### **· Education and Experience**

"Residents" under supervision of a licensed professional counselor, licensed marriage and family therapist or licensed substance abuse treatment practitioner approved by the Virginia Board of Counseling; "Residents in psychology" under supervision of a licensed clinical psychologist approved by the Virginia Board of Psychology "Supervisees in social work" under the supervision of a licensed clinical social worker approved by the Virginia Board of Social Work, and an individual with certification as a substance abuse counselor (CSAC) or certified substance abuse counselor-assistant under supervision of a licensed provider. At least one year of experience working as a Credentialed Addiction Treatment Professional.

##### **· Knowledge, Skills and Abilities**

Knowledge of principles and techniques of Substance Abuse counseling; knowledge of principles and techniques of basic interviewing and assessment skills; working knowledge of human services system, roles of human services personnel and community resources; ability to maintain effective working relationships with other social services providers, service purchasers and KEY INDEPENDENT DEVELOPMENT SERVICES clients; ability to communicate effectively both orally and in writing.

Job Types: Full-time, Part-time, Contract

Pay: \$37,440.00 - \$39,632.00 per year

Schedule:

- Monday to Friday

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place