

January 3, 2012

**PROJECT RENEWAL
MEDICALLY SUPERVISED OUTPATIENT WITHDRAWAL SERVICE**

JOB DESCRIPTION: DETOX COUNSELOR

OVERVIEW: The Medically Supervised Outpatient Withdrawal Service (MSOWS) of Project Renewal is an OASAS Part 816-licensed 30-bed medically supervised detoxification facility. Clients spend between 7-21 days in the program where they receive part-time medical supervision from an RN an LPN and a MD as well as a dedicated shelter bed and ongoing counseling and referral services.

The Counselor will handle a caseload of 6-10 clients and provide individual and group counseling. As this unit deals primarily with homeless clients, basic case management is a core responsibility of the job (completing referrals, coordinating benefits, addressing legal needs, etc.). **For this reason, candidates with no prior direct experience working in substance abuse will be considered.** This position reports to the Program Coordinator.

REQUIREMENTS:

Credentials: High School Diploma or GED required, Bachelor's degree and/or CASAC license strongly preferred. If candidate does not have a CASAC license, intention to become CASAC-licensed or enroll in another clinical degree program within 1 year required.

Experience: At least two years of progressively responsible work experience required. Prior case management experience strongly preferred. Experience working with homeless adults and/or substance abusers strongly preferred. Knowledge of HIPAA privacy requirements, and DHS or OASAS regulations and experience with clinical documentation preferred.

Skills: Excellent writing skills a must. Proficiency with Microsoft Office required, and a familiarity with electronic medical records is a plus.

RESPONSIBILITIES:

- Complete timely documentation of all client contact in compliance with OASAS regulations.
- Conduct substance abuse assessments; develop treatment plans for assigned caseload.
- Provide case management services to clients as needed.
- Develop a long-term treatment referral plan for each client in collaboration with the client and community-based treatment centers.
- Facilitate 1-2 substance abuse education groups, relapse prevention groups, smoking cessation groups, anger management groups and/or life skills groups per week.
- Attend and participate in all staff and team meetings, and in-service training; case consultation with interdisciplinary staff.
- Participate in weekly supervision.

WORK HOURS:

35 hours per week. Operating hours on the unit are 8 AM to 8 PM. Work hours for this position are somewhat flexible within that range, **one weekend shift (Saturday or Sunday) is REQUIRED.** Specific hours to be negotiated.

COMPENSATION:

Salary commensurate with education and experience. Project Renewal offers a comprehensive benefits package with full health and dental coverage, ample paid personal, vacation, and sick leave, and 11 paid holidays annually.

CONTACT:

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