

UW HEALTH JOB DESCRIPTION

Substance Abuse Counselor-Outpatient

Job Code: 840014	FLSA Status: Exempt	Mgt. Approval: B Lonergan	Date: 10-18
Department: Behavioral Health		HR Approval: K Szudy	Date: 10-18

JOB SUMMARY

Reporting to the Clinical Supervisor, the Substance Abuse Counselor-Outpatient is responsible for providing alcohol and drug treatment to adults and adolescents on an outpatient basis. Responsibilities include assessment/intake, treatment planning, individual and group therapy, case management, and related documentation. This position works collaboratively with other providers on a daily basis.

MAJOR RESPONSIBILITIES

1. Perform assessments to evaluate Alcohol and Other Drug Abuse (AODA) issues and identify other mental health related concerns.
2. Determine the level of AODA treatment needed for each patient based on appropriate diagnostic and patient placement criteria.
3. Coordinate referral to appropriate mental health clinicians when necessary.
4. Conduct individual and group AODA counseling in alignment with evidence-based practice and clinical models in the treatment program.
5. Arrange for and coordinate appropriate care for services that are not provided in the primary program.
6. Formulate and implement individualized, patient-centered treatment plans.
7. Ensure that each patient's rights are protected and that they are provided with appropriate interventions based on ability to participate, cultural concerns, and diagnostic impression.
8. Participate as an active member of the clinical treatment team, including participating in case staffing and supervision sessions, collaborating to provide coverage for provider absences, sharing expertise and clinical impressions with team members, and attending staff meetings and trainings.
9. Maintain progress notes and other documentation required for the patient electronic medical record (EMR).
10. Provide feedback on clinical and diagnostic matters to management staff.
11. Participate in quality initiatives and utilization review activities as requested.
12. Participate in training new staff, supervising students, and assisting visiting clinical personnel as needed.
13. Adhere and uphold the UW Health Mission, Vision, and Values, and UW Health Service and Performance Standards.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Social Work, Psychology, Counseling, Marriage and Family Counseling, or other Behavioral Health related field
	Preferred	Master's degree in counseling-related field.
Work Experience	Minimum	One (1) year of experience working with individuals with substance use disorders
	Preferred	Two (2) years of experience working with individuals with substance use disorders
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Unrestricted certification as a Substance Abuse Counselor (SAC) or Clinical Substance Abuse Counselor (CSAC), or substance use disorder specialty certification with the Wisconsin Department of Safety and Professional Services (DSPS), or license/certification eligible in the State of Wisconsin • CPR/BLS
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of legal guidelines relating to alcohol, drug, and mental health counseling • Exceptional interpersonal and communication skills • Excellent interviewing and assessment skills • Strong ability to translate assessment information into a treatment plan • Demonstrated success in working with a culturally diverse patient population and community • Demonstrated ability in managing stress and crisis situations • Knowledge of local, state and federal community resources available to patients • Ability to work independently • Ability to maintain a high level of confidentiality • Must be in recovery for at least two years, if recovering from a substance use disorder

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)

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	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	x	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Up to 10#	Negligible	Negligible
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
x Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.