**Job Description**

**Job Title:** Clinical Counselor II  
**Department:** Transitional Youth Services  
**Reports To:** Director of Transitional Youth Services  
**FLSA Status:** Exempt  
**Salary/Wage:** Salary  
**Work Hours:** Full-time, 37.5 hrs weekly, routinely Mon – Fri, flex schedule as approved by supervisor.  
**Revised By/Date:** JM 8/17/18  
**HR Approval Date:**

**SUMMARY**

The Incumbent’s primary duty is the performance of work requiring advanced knowledge acquired during a graduate degree program and requires the incumbent to consistently exercise discretion and judgment in applying their advanced knowledge. Under regular supervision of the Director, counsels and aids transitional youth requiring assistance dealing with substance misuse problems, by performing counseling and case management duties for identified clients. This position is located at Transitions Homeless Recovery Center, 2025 Main Street, Columbia SC 29201.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following.

- Reports to work when scheduled and on time.  
- Screens and assesses individual clients to assist them in addressing substance use disorders. (20%)  
- Develops and maintains individualized treatment plans. (5%)  
- Manages and monitors client progress, identifies client needs, and maintains all clinical records. (25%)  
- Provides individual, family, group and crisis intervention counseling services. (25%)  
- Provides case consultation to assure comprehensive quality care of a client. (5%)  
- Conducts follow-up screenings on clients post-treatment services. (5%)  
- Documents all services and coordination in accordance with agency protocols. (10%)  

**MARGINAL DUTIES** (5%) includes the following:

- Attends all required meetings and training sessions.  
- Attends treatment team meetings and participates in regular staff meetings supervision.  
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.
QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and/or Experience
A Master’s degree in human service field is required, and experience in performing the essential duties of the position are preferred. Licensure as a LPC, LMSW, LISW, or LMFT is highly desired.

Language Skills
Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from clients, other service providers, staff, and the general public.

Mathematical Skills
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations
Certification as a Clinical Addictions Counselor through the SC Association of Alcoholism and Drug Abuse Counselors, or Licensed as a Licensed Addictions Counselor by the SC Labor Licensing Regulation Board, or be able to complete the certification/licensure within the allotted timeframe.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hand and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMMENTS:
LRADAC reserves the right to revise, modify or amend this job description at any time with or without notice to employees. Job descriptions are not intended as and do not create employment contracts. LRADAC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.
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