LRADAC
Job Description

Job Title: Bridge Program, Clinical Counselor
Department: Bridge Adolescent Outpatient Treatment, Richland
Reports To: Program Manager, Adolescent and Family Services
FLSA Status: Exempt
Salary/Wage: Salary
Work Hours: Full-time, 37.5 hrs weekly, routinely Mon – Fri, daytime and evening hours are required, flex schedule as approved by supervisor.

SUMMARY
The Incumbent’s primary duty is the performance of work requiring advance knowledge acquired during a four-year degree course of instruction; and requires the incumbent to consistently exercise discretion and judgment in applying her advanced knowledge. Under regular supervision of Program Manager, the incumbent meets with school personnel and provides services to high risk youth referred by agencies, parents, school, and AOD counselors. The incumbent counsels and aids individuals and families requiring assistance dealing with substance abuse problems, by performing the following duties for adolescent clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following.
- Reports to work when scheduled and on time.
- Manages and monitors client progress, identifies client needs, and maintains all clinical records through independent work as well as treatment team engagement. (15%)
- Case manages clients (and families) individually and in group sessions. (45%)
- Provides individual, family, group and crisis intervention counseling services. (5%)
- Formulates a plan of care appropriate to the evaluation of the client/family consensus. (10%)
- Refers client to other support services as needed, and coordinates with other service providers. (10%)
- Serves as liaison to assist client in appropriate engagement in the community. (5%)
- Participates in regular clinical supervision. (5%)

MARGINAL DUTIES (5%) includes the following:
- Attends all required meetings and training sessions.
- Provides on-call and crisis management activities as needed.
- 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
Bachelor’s degree in human service field and experience performing the essential duties of the position are required.

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
Certified as Clinical Addictions Counselor through the SC Association of Alcoholism and Drug Abuse Counselors, or able to complete the SC Association of Alcoholism and Drug Abuse Counselors certification process within the required 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.

| Employee Signature: ____________________________ | Date: ________________ |
| Supervisor Signature: __________________________ | Date: ________________ |