



## Certified Alcohol and Drug Counselor (CADC)

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**JOB SUMMARY:** Provides comprehensive alcohol and drug treatment services, including assessments and individual, group and family counseling.

**SUPERVISED BY:** Program Manager

**STATUS:** This position is non-exempt, full time

**GENERAL:** Must demonstrate competence in prevention, intervention and treatment of addictions and have experience with gender-specific and evidence-based services. Uses best practice in all phases of service delivery; evaluation; treatment; service planning, individual and group counseling. Must be familiar with state and local resources as well as OAR regulations. Demonstrates high ethical standards; cultural competence and professional boundaries.

**Supervision Exercised:** None

**Essential Functions:**

- Complete comprehensive, ASAM-based drug and alcohol assessments and develop appropriate services and support plan.
- Facilitate and effectively utilize evidence-based practices in individual and group counseling settings.
- Maintain accurate records and complete all forms, assessments and file management records as directed
- Maintain family-centered services and support; as appropriate and if requested by individual and approved by treatment team.
- Provide individual sessions with each client assigned.
- Observe and comply with all OAR rules
- Understand and comply with HIPAA rules
- Cooperate with other staff to provide quality services for individuals
- Cover clinical responsibilities for colleagues as required
- Participate in staff meetings, team meetings and training opportunities
- Maintain current credential and seek opportunities to advance skills
- Maintain knowledge of community resources.
- Professionally communicate with referral sources and staff of partner agencies
- Assist in training new staff and provide in-service training as requested

## **JOB REQUIREMENTS**

### **Experience and Skills Requirements:**

- 150 Alcohol & Drug Education Hours: (Minimum) and must include following accredited courses:
  - Basic Counseling Skills (*distance learning not accepted*)
  - Group Counseling Skills (*distance learning not accepted*)
  - Alcohol & Drugs of Abuse Pharmacology
  - HIV/AIDS Risk Assessment & Risk Reduction
  - Counseling Ethics

### **Education/Licensure/Certification requirement:**

- Bachelor's degree preferred
- Must be an Oregon Certified Alcohol and Drug Counselor (CADC)

**Background:** Clear background check.

**Work environment:** This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of assessments, spreadsheets, and viewing of computer monitor. Occasional walking to job and group sites is necessary. Ability to use a telephone and a computer are a significant portion of every workday.

**References:** 3 references required to verify experience

**Recovery (if self-disclosed):** Addiction and alcoholism are medical conditions, protected from discrimination under the Americans with Disabilities Act as Amended, Oregon disability laws, and other laws. OnTrack does not ask applicants or employees if they suffer from alcoholism or addiction or are currently in recovery. However, as a provider of recovery support services, we believe alcoholics or addicts in recovery are often the best mentors for others still struggling, and we prefer to hire qualified individuals in recovery for direct client contact positions. On the other hand, the early stages of recovery are subject to frequent relapse and uncertainty, which would make hiring an individual in the early stages of recovery inconsistent with our mission and would likely make the individual unable to effectively perform the essential functions of any position that involves direct client contact. Therefore, *if* an applicant or employee discloses a history of addiction, *and* the position involves direct client contact, we do require the individual to confirm that he or she has been in recovery for a minimum of two years.

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*