**Certified Alcohol and Drug Counselor *(****CADC****)***

OnTrack is an equal opportunity employer. OnTrack does not discriminate against applicants or employees based on race, color, gender, religion, age, national origin, physical or mental disability, sexual orientation, gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law. Any person who needs accommodation to participate in the application process should communicate with Human Resources. Any employee who needs accommodation to perform the essential functions of his or her job should communicate with his or her supervisor. OnTrack will work with an applicant or employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the operations of his or her department.

**JOB SUMMARY:** Provides comprehensive alcohol and drug treatment services, including assessments and individual, group and family counseling. Uses best practice in all phases of service delivery; clinical 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. Responsible for timely and accurate documentation of all services; provide outside agencies with required reporting when applicable.

**All OnTrack employees are mandatory reporters. Must have working knowledge of reportable incident definitions and reporting requirements for child abuse and vulnerable adults.**

**SUPERVISED BY:** Program Manager

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

**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. Demonstrates understanding of importance of family and community systems in treatment and recovery planning process.
* Ability to work with diverse populations and cultural backgrounds
* Ability to work with difficult individuals, including those with a criminal background
* Provide individual sessions with each client assigned.
* Observe and comply with all OAR rules
* Understand and comply with HIPAA rules
* Work in collaborative manner with all members of treatment team, including staff, community partners, families, and outside agencies. Has interdisciplinary approach to addiction treatment
* 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.

**JOB REQUIREMENTS**

**Experience and Skills Requirements:**

* Minimum of one year of experience delivering counseling services, including ASAM based assessments
* Skills in group facilitation
* Experience in both outpatient and residential settings preferred
* Spanish language skills a plus
* Understanding of motivational interviewing and individual counseling

**Education/Licensure/Certification requirement:**

* Bachelor's degree preferred
* Must have current Oregon Certified Alcohol and Drug Counselor (CADC), or reciprocity with a transferable certification within 30 days of hire

**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.

**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.*