**Counselor in Training/Direct Care (***CIT***)**

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:** Candidates must successfully initially complete 6-month (minimum) rotation as Direct Care or Office Support staff in assigned program. Provide support to individuals to assist them in identifying and addressing possible barriers to long term recovery. Practical on-the job learning will consist of rotations through both residential and out-patient programs and will include training and skills development. Advancement between modules and program rotations will based on performance assessment during each module/rotation. Advancement is not guaranteed. Learn and master competencies needed to provide drug and alcohol treatment services. Practicum hours include observation of groups and assessments, co-facilitation of groups, peer reviewed assessments and case management. CITs assist counselors in service delivery using evidence- based practices and curriculum. Trainees will learn clinical documentation and use of electronic health records system. Proficiency is developed with combination of classroom and on-the job skills training. Education provided includes counselling skills, pharmacology, ethics, and risk assessment. Must be self-motivated, skilled in verbal and written communication, well organized and must possess a safe and supportive demeanor to build rapport with the clients served.

The 12 to 18-month program will provide practicum hours and most education needed to apply for certification as a CADC I. Placement with the agency as a CADC following certification is not guaranteed. Successful candidates will have registration for certification and testing fees are paid by OnTrack.

**SUPERVISED BY:** Program Manager

**STATUS:** This position is non-exempt, full time and for duration of training period prior to certification only. Placement as a certified counselor following completion of the training program is not guaranteed.

**Supervision Exercised:** None

**Essential Functions**:

* Develop skills to co-facilitate and lead effective group experiences with CADC I/II
* Assess and diagnose treatment needs for assigned client group
* Develop individualized treatment plans.
* Ability to establish empathy with individuals, during their recovery process.
* Implement and maintain strong professional boundaries
* Participate in staff meetings and training opportunities.
* Track and record activities on case management logs and in EHR.
* Maintain accurate records and complete all forms, assessments and file management paperwork as directed.
* Ability to work with difficult individuals, including those with a criminal background.
* Ability to focus on and reinforce positive strengths and behaviors.
* Willingness to work flexible hours.
* Receive supervision with Supervisor/Program Manager
* Direct Care rotation includes shift work, client transportation, facilitating life skills, medication administration, case management, light housekeeping and or/cooking in residential facility and scheduled hours may include weekends, evenings, and holidays.

**JOB REQUIREMENTS**

**Experience and Skills Requirements:**

* 2 years’ work in health care or human services environments preferred
* Must demonstrate ability to convey information in clear and concise written format
* Spanish language skills a plus.

**Education/Licensure/Certification requirement:**

* Associates or some college; experience, CEUs and skills may substitute
* High School diploma/GED equivalent required

**Background:** Clear background check; “clean” drug screen

**Work environment:** This job is varied work. The Direct Care rotation may include housekeeping, assisting with meal preparation, driving, , physical requirements include and ability to lift to 25 pounds, standing, stooping, reaching, and bending up to 25% of the time. Office work requires visual acuity for review of shift notes, email, spreadsheets, and some data entry. Occasional area travel to job and group sites is necessary.

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

**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.

*Upon signing this form, you are in agreement with all responsibilities listed above and acknowledge receipt of the job description, and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.*

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Print name Date

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