



On-PACE Counselor in Training (CIT) / Direct Care

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JOB SUMMARY: This position provides direct care staff the opportunity to learn competencies required to provide drug and alcohol treatment services, all while working towards CADC-I certification through the On-PACE (OnTrack Peer and Counselor Education Program). This position will begin in direct care or office support positions for three months to assess program suitability.

Participants will receive education and training on integrated, interprofessional teams to provide direct care services to families and individuals impacted by opioid and substance use disorders. Practical on-the-job learning will consist of rotations through both residential and outpatient programs and will include training and skills development.

Advancement between modules and program rotations will be based on a performance assessment during each module/rotation. Advancement is not guaranteed. Practicum hours include observation of groups and assessments, co-facilitation of groups, peer-reviewed assessments, and case management.

CADC-R trainees assist counselors in service delivery using evidence-based practices and curriculum. Trainees will learn clinical documentation and use of electronic health records systems. Proficiency is developed with combination of classroom and on-the-job skills training. Education provided includes counselling skills, pharmacology, ethics, and risk assessment.

Successful candidates must be self-motivated, skilled in verbal and written communication, well organized and possess a safe and supportive demeanor to build rapport with the clients served.

The 12 to 18-month program will provide practicum hours and 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 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. File management paperwork as directed.
- Ability to work with individuals with diverse backgrounds, including those with a criminal background.
- Ability to focus on and reinforce positive strengths and behaviors.
- Willingness to work flexible hours.
- Able to perform tasks that include shift work, client transportation, facilitating life skills, medication administration, case management, light housekeeping, and or/cooking in residential facility.
- Scheduled hours may include weekends, evenings, and holidays.

JOB REQUIREMENTS

Experience and Skills Requirements:

- Two years’ work in health care or human services environments preferred.
- Completion of program application; must demonstrate ability to convey information in clear and concise written format.
- Spanish language skills a plus.

Education/Licensure/Certification requirement:

- Associate degree: or a combination of education, experience, and skills may substitute.
- High School diploma/GED equivalent required.
- Valid drivers license
- Proof of COVID-19 vaccination.

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, and driving, which would require a valid drivers’ license. Physical requirements include an ability to lift to 25 pounds and 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 agree 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.

Print name

Signature

Date