



## **Sky Ranch Behavioral Services Substance Use Counselor**

*Under the supervision of the Sky Ranch Behavioral Services Executive Director this position will serve Sioux City, Iowa and surrounding Iowa counties as a substance use counselor. Substance Use Counselors are responsible for client growth by aiding in the development of interpersonal skill building for the purpose of developing a healthy recovery from substance use disorders. Counselors will follow treatment planning protocol to help address all areas of need for each individual client with a goal of achieving a happier, healthier life with sobriety. This position will maintain 60% or greater direct contact in delivery of face-to-face interventions. This is a part-time position requiring working flexible hours to best accommodate meeting the needs of the clients served to include evening hours.*

### **Essential Job Functions for Substance Use Counselor**

- Conduct assessments, determine level of care based on *The ASAM Criteria*, and provide individual and group counseling sessions
- Participate in team meetings, community outreach and required annual trainings
- Support clients in addressing a variety of individualized goals to help obtain a successful recovery
- File timely reports, comply with web-based reporting, online filing, and use of electronic health records system(s).
- Communicate with and meet expectations with outside entities including, but not limited to: Juvenile and Adult probation officers, various court systems, Department of Human Services, other similar agencies, etc.
- Professionally model and interact with clients in a positive and collaborative manner
- Ensure compliance with Code of Ethics, confidentiality, mandated reporting, release of information, and overall ethical, legal, and best practices for delivery of substance use services
- Maintain interpersonal skills, which display healthy boundaries while remaining open-minded and willing to try new ideas
- Continually look for ways to improve quality of their own skills, and the work environment around them
- Always maintain awareness of their environment and observe procedures to work in a safe and secure manner
- Practices within professional areas of expertise and scope of practice. Practices under the supervision of an appropriately licensed professional (if required).
- Participate in supervision as required and/or necessary for their certification and best practices for service delivery
- Attend scheduled meetings with SRBS as applicable
- Submit billing and timesheets promptly as required to SRBS Executive Director
- Submit signed Client Paperwork and Notes promptly as scheduled
- Submit new Treatment Plans for clients every 30 days
- Maintain 60% direct productivity for unduplicated clients
- Performs other duties as assigned

### ***Experience/Qualification Requirements and Personal Job Skills***

- Certified Drug and Alcohol Counselor (CADC) or tCADC
- Experience as a substance use counselor preferred
- Possess Dependent Adult and Child Abuse Mandatory Reporter Certificate
- Possess a valid Driver's License with proof of motor vehicle insurance
- Demonstrated experience in providing culturally responsive services
- Experience working with at risk individuals
- Good written and verbal skills
- Demonstrated ability to organize and prioritize work responsibilities with limited supervision and/or structured guidance
- Ability to build collaboration
- Ability to motivate individuals to make healthy changes
- Computer skills
- Good advocacy skills
- Ability to form relationships and build partnerships

### ***Pre-Employment Requirements***

- Valid driver's license
- Proof of vehicle insurance
- Criminal, child abuse, and driving record background checks

### ***Salary Range***

\$17.00 - \$22.00 per hour, depending on certification, experience and education

\*Ability to earn additional compensation based on productivity after 90 days

\*SHIP is an equal opportunity employer.