



Restoration Counseling & Community Services, LLC

Admission and Assessor Counselor

FLSA Classification: Exempt, Salaried

Position Type: Full time days with occasional evening and weekends.

Reports to: Admission Supervisor

Travel: Between RCCS locations and correctional facilities as assigned.

Manages Others: Not at this time

POSITION PURPOSE:

The roles of RCCS are to restore clients to sober and active members of the community, and to provide prevention services to community members who are at risk of falling to substance abuse and criminal lifestyle. This position will be responsible for representing RCCS's brand with face to face client interactions. The Counselor is responsible to operate within the standards and guidelines of the RCCS program plans, policies, and procedures. The Counselor performs all duties identified in the Work Flow in addition to those listed below.

REQUIRED QUALIFICATIONS:

- Licensed Alcohol and Drug Counselor under the following Minnesota Statute, chapter 148 or Individual with a Temporary Permit to practice as an Alcohol and Drug Counselor under Minnesota Statute, chapter 148F.035.
- Knowledge of, understands and complies with rules adopted under Minnesota Statutes, Chapter 148F and Chapters 245.462 Subdivision 17 3 and 4 or subdivision 18.
- Meets requirements and knows and understands the implications of the following additional Minnesota statutes:
 - Chapter 245G ((Substance Abuse Treatment)
 - Chapter 245A (Human Services Licensing Act – HSLA)
 - Section 626.556 (Maltreatment of Minors Act – MOMA)
 - Section 626.557 (Vulnerable Adults Act – VAA)
 - Section 626.5572 (VAA Definitions)
- Knowledge of and understands client rights and staff responsibilities
- Knowledge of and understands CFR-42 as it relates to the obtaining of a Release of Information
- Understand the philosophy of addiction and recovery, as well as chemical abuse and dependency and criminal thinking
- Documented two years of freedom from chemical use problems
- Excellent reading and writing skills
- Excellent clinical writing skills

- Effective interpersonal communication skill
- Ability to work independently, identify problems and solutions
- Ability to work as a team, give and receive positive feedback and constructive criticism
- A personal philosophy that is respectful of others, appreciative of differences, and client-centered
- Integrity, honesty and commitment to quality
- Must be 21 years of age or older
- Valid driver's license and a reliable vehicle
- Pass Minnesota Department of Human Services Background Study

PREFERRED QUALIFICATIONS:

- 1-2 years of previous experience providing individual and group counseling to clients dual diagnosed with substance related and mental health disorder(s).
- Proficient in MS Office and internet applications
- Proficient in Procentive
- Comfortable with ambiguity and fast-paced environment
- Solution Orientated
- Positive attitude
- Open to professional development
- Diversity and inclusion
- Attention to detail
- Able to type 40 words per minute

JOB RESPONSIBILITIES:

- Function as a member the Admissions Team, comprised of the Admissions Counselor, CD Technician, Admissions Supervisor, Admissions Tech, Treatment Director, and other staff members and consultants, as needed.
- Conduct Welcome Center Group activities, chemical health assessments, individual counseling, intake/admissions sessions, groups and care coordination as assigned
- Screen/assess new clients for appropriateness to admit to treatment, using ASAM criteria and exclusionary criteria
- Provide support for the entire admissions process including: receiving referrals, prepping referrals for review, gathering collateral/funding information, coordinating with referral sources, and scheduling clients for admissions
- Work with the Admissions Supervisor to review referrals and determine appropriateness/client fit for admission to RCCS
- Conduct group activities, group facilitation, individual counseling and family education counseling for clients assigned to him/her.
- Coordinate, conduct and complete Rule 25 assessment referrals and treatment admissions per the RCCS workflow.
- Manage all external constituent phone calls as it relates to Rule 25 assessment referral, treatment referrals and admissions.
- Establish and maintain professional working relationships with staff members of all correctional facilities.
- Develops effective working relationships with individuals receiving services as well as their families as needed while maintaining professional boundaries.
- Complete all required written documentation according to program

policy/regulation. This includes at a minimum weekly progress reports, clinical reviews and ITP updates as needed.

- Act as supervisor, if qualified, for interns or trainees and provide direct supervision for other members of staff, acting as a member of the counseling team
- Responsible to act as an ambassador for assigned site location, and able to speak to the clinical services provided.
- Participate in committee work and other appropriate tasks as requested by the Director
- Participate in annual training as required by 245G.
- Perform other duties as assigned including assisting at other RCCS locations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the Counselor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of a Counselor, the employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, and ability to adjust and focus. An employee in this position may need to lift at least 10 pounds, exert him/herself while performing physical restraints and blocks.

ACKNOWLEDGEMENT:

This position description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee's Name: _____ Date: _____

Employee's Signature _____ Date: _____