UNIQUE PEOPLE SERVICES

Understanding people. Providing homes. Serving communities

Job Description

Job Title: Substance Abuse Specialist
Department: Scattered Site
Reports To: Clinical Director
Salary: $24.038 per hour/ $50,000 annual
FLSA Status: Non-Exempt
Prepared By: Human Resources Director
Revised Date: 03/20/2024

SUMMARY: Counsel, aide and provide assistance to residents dealing with substance abuse problems such as alcohol or drug abuse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Under the direction of the Clinical Director, determine the service needs of residents in order to provide appropriate treatment.
- Complete all required initial assessment and ninety day treatment plans in a timely manner.
- Implement and monitor individualized service plans to a specialized case load of individuals with past or active histories of substance abuse. This will be done in conjunction with the resident's primary Case Manager.
- Initiate referrals for appropriate services and participate in liaison role with service providers.
- Function as a resident advocate to ensure receipt of required services.
- Provide individual and group counseling to resident case load i.e., substance abuse, relationships with family and loved ones, consequences of chronic drug abuse.
- Document all contacts and referral activities into Foothold database system and residents' case records.
- Establish a working relationship with HASA Case Management staff to ensure quality resident care.
- Attend all mandated meetings, conferences and in-service training.
- Participate in ongoing evaluation process to assess direct service activities for program modification, future planning, and to assist in the preparation of required reports.
- Work with resident's family and significant others as needed to provide support for treatment.

Your working hours are Mondays to Fridays, 9am to 5:30 pm. Availability - 24 hours per day for cell telephone contacts in the event of an emergency.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Bachelor's Degree with (2) two years counseling experience in a substance abuse setting. Knowledge of

HIV/AIDS and substance abuse. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:
This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Shift Supervisor in this Agency's operation. Management reserves the right to revise the job or to require that other or different tasks be assigned.

My signature below indicates that I have received, reviewed and fully understand the job description for the Substance Abuse Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

_____
Print Employee Name

_____ _____
Signature **Date**

Approved by:	*Director, Human Resources*
Date Created:	*11-19-2012*
Date Reviewed/Revised:	
Date Approved:	