

## **STAFF COUNSELOR INTERN – JOB DESCRIPTION**

### **GENERAL SUMMARY:**

**Counselor Intern is directly responsible to the Qualified Credentialed Counselor, LCDC and Site Supervisor. All services provided by the Counselor Intern will be reviewed prior to filing or faxing outside or inside the agency, this includes written and all non written applications such as observation of individual and group counseling services.**

Completes comprehensive assessment of clients' substance abuse history and treatment requirements, and develops individualized treatment plans. Provides individual and group counseling, education programs in accordance with treatment plan. Documents treatment and discharge plans and clients' progress and response to treatment and maintains related records and files. Performs case management and contributes to client care monitoring. Duties vary by center or site assigned.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Complies with all Turning Point Policy and Procedures;
- Completes comprehensive assessment within program guidelines and formulates a diagnostic impression by conducting client and /family interviews and identifying strengths, weakness, problems, and needs, for the development of a treatment plan;
- Prepares individualized treatment plan, in accordance with established standards and deadlines, consistent with assessment and in conjunction with clients and supervisor, to include goals, intervention, necessary support or referral service. Evaluates client response to treatment and modifies treatment plan or recommends treatment extensions as circumstances require;
- Develops clients' discharge plans which integrate aftercare treatment and utilization of appropriate referral resources. Coordinates discharges with court officers, social service agencies, or community organizations as appropriate or required;
- Conducts individual counseling sessions with clients in accordance with treatment plan, or as necessary for crises intervention; provides clients with feedback support or encouragement or to address behaviors and attitudes, or family, social or personal problems;
- Prepares and conducts group counseling utilizing Cognitive Behavioral Therapy (CBT), Motivational Enhancement Therapy (MET), and Therapeutic Community Counseling (TC). Facilitates discussion and interaction and enables group members to understand and accept responsibility for recovery process and acquire necessary coping and behavior management skills. Therapeutic approaches may vary by site assignment;
- Prepares and conducts educational program and lectures on scheduled topics related to relapse prevention, life skills, problem solving, anger management and domestic violence and so forth;
- Documents treatment plans, narratives, progress notes intervention treatment evaluations discharge summaries, treatment plan reviews, and so forth; and maintains clients records and charts in accordance with organizational regulatory accreditations and contractual standards;
- Maintains regular communication verbally and in written form with client family members or guardian, probation officers, case workers, court offices, insurance providers, and so forth: to relay reports and other information for the continuity of care;
- Performs case management and services as client advocate, by obtaining, coordinating and scheduling additional medical, dental or psychiatric treatment: or other legal, social services, education, employment or other community organization services. Maintains rapport with local community resources to ensure effective referral options and contacts;
- Attends job specific trainings sessions offered within and outside of organization to enhance job skills and knowledge;

- May be required to perform urine, saliva or hair collections, for clients participating in the random drug screen program.

**KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of and proven ability to successfully work in 12 core function areas;
- Thorough understanding of the 12-Step and Relapse models;
- Ability to be trained in the Social Learning Theory, Cognitive Restructuring, and/or Therapeutic Community Model;
- Working understanding of the unique needs/dynamics of the client population;
- Good writing skills;
- Willingness to work in a treatment team approach;
- All counselor Intern work verbal, written or performed will be supervised and signed by the QCC
- Ability to communicate with treatment staff;
- Ability to liaison with staff of referring agency;
- Understanding of the requirements of supervision, including meeting individual and program goals, working with different counselor styles, initiating and completing the disciplinary process (as necessary), organizing treatment efforts/treatment delivery;
- Ability to develop a working understanding of the agency policy and procedure manual and to use that manual in the day to day operations of the agency;
- Computer Skills, may be required depending on work site.

**QUALIFYING WORK EXPERIENCE:**

Designation as a registered counselor intern with DSHS in good standing

**EDUCATION/TRAINING:**

- High School graduate or equivalent;
- Associates degree or a Bachelor's Degree or substantial work toward a Bachelor's Degree preferred.

**This staff counselor intern job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.**