



JOB DESCRIPTION
Community Advocates-Milwaukee Women's Center
Substance Abuse Counselor
Full Time

- A. JOB TITLE:** Substance Abuse Counselor
- B. REPORTS TO:** Clinical Director – Community Advocates-Milwaukee Women's Center.
- C. SUPERVISES:** This position does not have any supervisory responsibilities.
- D. LOCATION:** This position is located at 4906 W. Fond du Lac Ave., Milwaukee WI, 53216.
- E. CLINICAL PRIVILEGES:** Upon completion of orientation, this position shall have access to all medical records necessary to perform the duties of this position.
- F. JOB DUTIES/RESPONSIBILITIES:**
 - 1. Assessments/pre-admissions; process referrals and conduct intake interventions with prospective candidates.
 - 2. Coordinate with referent agencies to obtain necessary client records
 - 3. Provided support services (waiting list maintenance) to eligible clients
 - 4. Review intake assessment and client records with clinical team prior to admission.
 - 5. Develop and coordinate pre-admission plans for clients entering the program.
 - 6. Report any changes in client status immediately to Lead CSAC or Clinical Director.
 - 7. Provided individual, group, and family counseling to assigned clients on your caseload.
 - 8. Ensure the development and update of each client's treatment plan according to established state licensure guidelines.
 - 9. Participate in treatment plan review staffing for all clients monthly with consulting doctor.
 - 10. Coordinate or lead structured therapeutic activities, i.e., lectures, groups and conferences as assigned by lead clinical counselor or the clinical director.
 - 11. Along with the lead clinical counselor facilitate and monitor clients' overall treatment progress while in the program.
 - 12. Manage and provide counseling services to a caseload of six (6) clients to eight (8) clients.

13. Provide each client on your caseload one individual counseling session weekly
14. Maintain and expand information and referral network of community resources.
15. Assist clients in developing problem resolution and daily living skills (to include employment interviewing, parenting, budgeting, food shopping, finding affordable housing, etc.).
16. Maintain and encourage client involvement in educational/vocational activities and community support network specifically designed for women recovering from substance abuse and or gender specific resources.
17. Other duties as assigned by the Clinical Director – Community Advocates-Milwaukee Women's Center.

G. QUALIFICATIONS - EDUCATION/EXPERIENCE:

1. Bachelor's Degree (Masters preferred) in Human Services field or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Specific academic and clinical training in AODA
2. State of Wisconsin Licensure/Certification as a Substance Abuse Counselor, Substance Abuse Counselor – In Training, Licensed Professional Counselor or Licensed Clinical Social Worker.
3. Must be able to communicate facts, comments, and observations in an effective, objective, and professional manner, both verbally and in writing.
4. Must be able to demonstrate good problem resolution/solving skills.
5. 2-3 years' work experience as a substance abuse counselor.
6. Experience in family history awareness as it pertains to the Substance Abuse Counseling field.

H. Professional Attributes:

Must maintain strict confidentiality and a professional relationship with staff and clients.
 Must maintain a high standard of professional ethics
 Must possess and demonstrate an ability to exercise mature decision making.
 Must have the ability to work well with multi-ethnic clientele.
 Must demonstrate/have a genuine concern for professional/personal growth.

To apply for employment at Community Advocates, send a resume and cover letter to jobs@communityadvocates.net. Please include the title of the position for which you are applying in the Subject Line of your email.