

THE RIDGE HOUSE, INC.
Job Description

Primary Counselor – Mental Health Focus

Reports to Clinical Director. Mental Health/Substance Abuse Counselor shall work 40 hours per week; 20 clinical hours. Primary work location shall be at the administrative or outpatient offices. Additionally, counselor shall have access to all equipment available at The Ridge House, Inc. administrative offices.

Qualifications:

1. Must have minimum of Master's Degree in Counseling and be Licensed as a Marriage and Family Therapist (MFT) or a Clinical Social Worker (LCSW) in Nevada, or a registered and properly supervised intern in one of these three areas.
2. Licensed as a Substance Abuse Counselor preferred.
3. Must have two years experience, or education equivalent, in substance abuse treatment field
4. Must be experienced in both individual and group counseling
5. Must have working knowledge of community support groups such as AA/NA
6. Knowledge of criminal justice system as it applies to clients on parole/probation preferred
7. Possess efficient communication skills and the ability to work as a team member
8. Must be self motivated and able to set professional goals for him/herself and the program
9. Possess maturity of judgment and ability to apply common sense to difficult situations
10. Possess appropriate assertiveness skills through confronting negative attitudes and behaviors of clients

Responsibilities:

1. Interview clients and assess their treatment needs
2. Perform intake process in accordance to policies and procedures
3. Develop and implement, with client, an individualized treatment plan, reviewing and updating as appropriate
4. Meet monthly with each client on caseload for individual counseling sessions as appropriate
5. Facilitate group counseling sessions
6. Provide client documentation in electronic treatment file within 3 working days of contact.
7. Maintain communication with Department of Parole and Probation, judges and all other stakeholders as necessary
8. Completion of all month-end progress reports by 5th day of following month
9. Work within the scope of license making appropriate referrals when necessary
10. Attend staff meeting and client staffing weekly
11. Develop and implement, with client, an appropriate aftercare plan prior to discharge
12. Notify Clinical Director of problems and appropriate plan of action to be taken or request guidance to resolve any issues
13. Maintain frequent communication with Clinical Director ensuring a united approach to treatment
14. Attend necessary classes keeping abreast of treatment techniques and maintaining certification requirements
15. Other duties as assigned

Salary Range: \$40,000 to \$50,000 per year DOE and Internship/Licensed Status