

<p><b>Section: Organizational Management</b>  <b>Category: Workforce Development</b>  <b>Subject: Job Descriptions</b></p>	<p><b>Section Number: 02-C-40</b>                  Revision No: 3    Effective Date:                  8/9/2022</p>
<p><b>Other Agency Ref:</b></p>	

**Job Title:**                    **Counselor-Intern**

**Reports to:**                Program Director

**Classification:**        Non-exempt (Starting Wage \$18 to \$20 per hour D.O.E.)

**Qualifications:**        Current SAPTA certification or licensing as a Drug and Alcohol Counselor

**DUTIES AND RESPONSIBILITIES:**

- Learn how to use Methasoft, demonstrate proficiency in Methasoft.
- Demonstrate proficiency in using computer, web and cloud-based technologies (e.g., Microsoft Office [Excel, Word, PowerPoint]), Outlook, Teams, Phone/Messaging systems.
- Learn the organization’s Integrated Opioid Treatment and Recovery Center (IOTRC) Policies and Procedures.
- Learn about all services provided by the organization and how to link patients with those services.
- Learn and demonstrate proficiency in Medication Assisted Therapy (MAT) to include, at a minimum:
  - How methadone, buprenorphine, naltrexone and naloxone (Narcan) work
  - Medications and substances that are contraindicated for patients on MAT
  - Symptoms of opioid withdrawal
  - Patient-centered care
- **Perform intake and admission screening (see below):**
  - Modified Mini Mental Health exam
  - Columbia Suicidality Scale
  - Complete intake paperwork for administration and review criteria with new admits (section 1 and 2).
  - Complete intake prescription monitor, link to chart, and complete cross-check with other providers
  - Complete DSM 5 substance use disorder order assessment and review with patient.

- Biopsychosocial Assessment
  - Master Problem List
  - Complete ASAM, 3<sup>rd</sup> Edition risk assessment to determine appropriateness for level of care and review with patient.
  - Initial induction 30-day treatment plan
  - Show proficiency in documenting intra-agency (e.g., MORE team, Emotional Wellness/Behavioral Health) and inter-agency (i.e., external) referrals.
- **Complete all required documentation required for patients in the first 60 days (see below):**
    - Coordinate with peer recovery and support specialist and behavioral health specialist to complete integrated summary within 60 days of admission.
    - Create Discharge/Transition Plan within 30 days of admission.
    - Complete SNAP assessment within 30 days of admission.
    - Create updated ASAM/Treatment (Tx) Plan Review DAP note reflecting changes in treatment after first 30 days of admission
    - Create long-term Tx plan with short and long-term goals after first 30 days of admission
    - Quality assurance checks to ensure that all medical related paperwork from intake has been linked to the patient chart.
  - **Complete monthly counseling and documentation based off of time in treatment and ASAM risk assessment (see below)**
    - Complete ASAM/Tx Plan Review DAP note each month for every assigned patient.
    - Complete Missed Counseling DAP for each patient that hasn't kept monthly appointment and place stop flag the following month to complete ASAM/Tx Plan Review DAP.
    - Update treatment plan based off time in treatment, completion of treatment plan problem or identifying new problem and ASAM risk assessment.
    - Demonstrate proficiency in utilization of DSM 5 and ASAM 3<sup>rd</sup> Edition for patient placement in appropriate level of care and establishing counseling frequency within level I OTP.
  - **Complete annual reviews for continued care in Level I OTP in concurrence with the annual date of their last initial intake/post 30-day readmit.**
    - Review patient's rights and grievance procedure with the patient.
    - Complete Annual Review Biopsychosocial assessment.
    - Complete annual SNAP assessment
    - Quality assurance checks to ensure patient completes annual medical review, TB test, Previous Medical Prescriptions (PMP) and all items linked to the patient chart.
  - **Complete Discharge Summary in Methasoft and ASAM Discharge DAP and link paperwork to patient chart.**
    - After 30 days of being absent or completing a Medically Supervised Withdrawal (MSW) complete the ASAM Discharge DAP note.
    - Complete Discharge Summary
    - Digitally sign the documents (DAP note links to chart).

- Go to Reports and save signed copy of Patient Discharge Summary to Section 1 of the patient chart and Patient Profile to Section 2.
- If the patient has a paper chart, scan each section separately into section 2 of patient chart: Previous Treatment Paperwork.
- Demonstrate proficiency in evidence-based counseling styles which include, at a minimum, Motivational Interviewing and cognitive behavioral therapy.
- Maintain a caseload of a minimum of 60 patients. Caseload may vary based on other job roles.
- Provide counseling, including group and individual, as per ASAM determinations
- Complete all necessary documentation to support patient in treatment and as per ASAM determinations and according to the standards of the profession. Documentation to be completed within 48 hours of the corresponding event.
- Demonstrate proficiency in referral within organization, including documentation of referrals.
- Ensure that all documentation is maintained in the patient's electronic health record.
- Assist in the development of workable titration schedules in consultation with patient and physician.
- Keep current on all training and certification/licensing requirements and email Workforce Development Director with documentation in a timely manner.
- Participate in quality improvement and quality assurance processes. Complete all items noted from the quality improvement/quality assurance process within 48 hours.
- Document all patient contact at time of service as per SAPTA, Medicaid and company policies.
- Other duties as assigned.

**WORKING CONDITIONS, LOCATION, AND HOURS:**

- Hours are 6 a.m. to 2 p.m. M – F Saturday, as requested.
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I have read and understood the above job description.

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Employee Signature

\_\_\_\_\_  
Date