



### **FULL-TIME COUNSELOR**

Starting Point in Brooklyn Park, Maryland is seeking a full-time Counselor to provide a multitude of services.

Early morning hours. Shift: 5:15 a.m. - 1:30 p.m.

Must be certified by the Maryland Board of Professional Counselors with a CSC-AD, CAC-AD or at a minimum Trainee Status. Applicants with a Trainee Status letter from the Board of Professional Counselors and Therapist must possess an Associates or Bachelors Degree. Applicants must have computer skills.

Email resumes to [startingpoint4109@gmail.com](mailto:startingpoint4109@gmail.com) or fax resumes to (410) 609.2004.

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

Addictions Counselors are responsible for the following:

1. Performs admission intake functions by interviewing applicants and contacting referring professionals to assess and evaluate applicants' physical, psychological, social, and vocational status.
2. Writes diagnostic formulations and assessments in consultation with the Clinical Supervisor.
3. Reviews medical records and psychological reports to determine clients' clinical status and develops individualized treatment plans to be reviewed on a regular basis with the Clinical Supervisor.
4. Provides direct clinical treatment services to clients using individual, group, family, couples, and concerned-others counseling sessions.
5. Meets with clients on a regularly scheduled basis.
6. Participates as a team member in staff conferences with other health care professionals, providing consultative and direct services to clients who might otherwise not respond to treatment.
7. Assists clients in utilizing community resources and services with facilitated referrals and follow up action.
8. Assists in planning, organizing, and conducting groups for addictions counseling, education, discussion, and orientation for clients.
9. Documents, in accordance with Program policies and procedures, all contacts and services provided to clients, including initial assessments, outpatient histories, and weekly and/or monthly progress notes for each client's file.
10. Prepares evaluation conference, reevaluation conference, and discharge reports.
11. Participates in Program inservice training and education activities, case record and utilization review meetings, and scheduled meetings with their immediate supervisor.
12. Participates in staff conferences regarding Program development, organization, policies, and procedures.
13. Participates in the staff development, quality assurance, and professional activities as arranged by the Clinical Supervisor and Program management.
14. Participates in continuing education toward certification in Drug and Alcohol Abuse.
15. Performs other job-related duties as assigned by the supervisor.

For more information, visit our website at: <http://www.addictiontreatmentsystems.com/starting-point>