



**Outpatient  
Counselor**

POSITION DESCRIPTION

Program:	<b>Clinical Services, including intensive and conventional outpatient</b>	Grade:		Date Created:	
Has Reporting:	<b>None</b>	EEO-1:		Date Revised:	<b>1/15/2019</b>
Reports to:	<b>Clinical Program Supervisor</b>	FLSA:	<b>Non-Exempt Full-time</b>	Date Reviewed:	

**POSITION SUMMARY:**

Facilitates and monitors physical and emotional health status of patients and provides appropriate referral when assessed to need medical, psychiatric, dental evaluation/care.

**ESSENTIAL FUNCTIONS:**

- Facilitate 12 weeks (25 hours) of didactic and therapeutic groups and document for each patient in attendance.
- Clinically assess and re-assess patients for appropriate level of care placement and document assessment in patient chart.
- Provide clinical treatment planning, treatment referral, and continued care/aftercare planning to assigned patients and document same in patient charts.
- Maintain assigned patient charts in manner which meets Haymarket Center's Quality Assurance standards and is clear in its documentation of patient's progress in treatment.
- Monitor patient medication self-administration and document medications dispensed.
- Monitor family visits/family sessions and document same in patient chart.
- Provide crisis intervention as required and follow-up clinical assessment with patient(s) involved to determine need for appropriate clinical course of action.
- Attend patient staffing/interventions and document outcomes in patient chart.
- Meet weekly with supervisor or designee for clinical supervision.
- Seeks further supervision when appropriate and necessary.
- Performs other duties as assigned by supervisor

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- High school diploma or equivalent.
- Must hold clinical certification as a Certified Alcohol and Drug Counselor from the Illinois Certification Board (ICB), or attain said certification within two-years of providing clinical services.
- Must be able to perform multi-task assignments.

**UNIQUE PROGRAM REQUIREMENTS:**

None

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

Sedentary work; exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. May involve walking or standing for brief periods of time.

Reviewed and Approved: \_\_\_\_\_ I \_\_\_\_\_ understand the requirements and accept the responsibilities and for this position.

\_\_\_\_\_  
VP of Clinical Services, Haymarket Center      Date

\_\_\_\_\_  
Employee Signature      Date