



Cassopolis
Family Clinic Network

Job Posting

Date: 11/7/2017

Title: Substance Use Disorder Counselor

FLSA: Exempt

Location: Cassopolis, MI

Cassopolis Family Clinic Network (CFCN) is seeking a Substance Use Disorder Counselor as part of the behavioral health team, providing counseling and support to individuals and families experiencing harms associated with addiction conditions. This professional may include confidential individual, family, or group counseling. This professional consults with and makes recommendations to care team members relative to substance use disorder intervention strategies. He/she participates in a team-based approach to care in the Patient Centered Medical Home (PCMH) model and participates in activities related to Quality Improvement.

Principle Duties and Responsibilities:

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communication represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and excellent customer service philosophy.
- Works in collaboration with billing, the Quality Management Program and the Quality Manager to develop and implement behavioral health Quality Assurance processes as required for Federally Qualified Health Centers providing behavioral health services, and in compliance with all federal, state and funder requirements.
- Accepts referrals from care team members regarding patients' substance use disorder treatment needs. Responds in a timely manner to address the identified needs of the patients.
- Provides counseling services for patients on an individual or group basis. Provides and documents referrals as needed to appropriate providers both within and outside of CFCN.
- Conducts behavioral health interventions to address patients' mental health and/or substance use disorder needs.
- Consults/collaborates with the patient and the patient's care team regarding the recommended behavioral health intervention. Routinely communicates findings and treatment outcomes to the patient's Primary Care Provider (PCP).
- Maintains pertinent and timely documentation on social work intervention.
- Collaborates with PCPs, employees or contractors, and outside consultants as needed.

- Participates in case conferences with PCPs, behavioral health therapists and other clinical staff as needed. Reviews and signs off on all case records as required and in compliance with all federal and state regulations for pre-licensed behavioral health therapists.
- Maintains records sufficient to meet state and federal clinical documentation requirements, including Medicare, Medicaid or commercial insurance carriers.
- Attends trainings and workshops as required or requested by Health Center for professional development. CFCN shall pay all conference fees and allowable expenses for employer requested events. Paid time off and allowable expenses for elective CEU courses shall be consistent with CFCN's policy on continuing education.
- Promotes the integrated behavioral health/primary care/Patient Centered Medical Home model.
- Participates as a member of multi-disciplinary team meetings.
- Maintains a commitment to professional growth and development by participation in mandatory in-services, certification, Health Center committees and educational programs to maintain competency.
- Establishes and maintains open and positive communication in all aspects of job performance.
- Identifies, establishes and maintains relationships with client referral providers within Southwest Michigan which can best meet client needs and works with the financial limitations of the patients.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

Education:

- Master's degree in social work from an accredited graduate school of social work.

Licensure:

- Licensed as a Licensed Masters Social Worker in the State of Michigan. Substance abuse counseling certificate required.

Certification:

- Certified Advanced Alcohol and Drug Counselor (CAADC) required.

Experience:

- Minimum of 3 years' addiction counseling experience in outpatient setting.

Skills:

- Excellent reading, writing, understanding and ability to speak the English language.
- Working knowledge of billing/coding for behavioral health services.

Interpersonal:

- Excellent communication, ability to work with individuals of diverse economic, social and/or cultural backgrounds.
- Able to demonstrate customer focused interpersonal skills in order to interact in an effective manner with staff, patients and families.
- Able to effectively collaborate with administration, physicians and clinical support staff as part of the integrated patient care team.
- Ability to organize, prioritize and manage time.
- Ability to multi-task, set priorities and goals.

Knowledge:

- Knowledge of behavioral health service provision
- Knowledge of organization policies, procedures, systems and objectives.
- Knowledge of computer systems and applications.

Reporting Relationships:

- Reports to the Behavioral Health Manager

Working Environment:

- Ability to communicate via phone, e-mail and in person to resolve disputes, solve problems, etc.
- Requires sitting, walking, stooping, bending, ability to walk up stairs and lift up to 25 lbs.
- Some exposure to visual strain due to close inspection of forms, records and computer screens.
- Cognitive skills to analyze, calculate data, problem solve.
- Occasional exposure to communicable disease, unpleasant odors, noise due to clinic activities.
- Ability to cope with physical and mental stress.
- Must be in good physical and mental health.
- Hours of work may vary.
- Travel may be required between CFCN sites, and to conferences and meetings.

CFCN Employee Benefits:

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/Rx/vision insurance, short and long term disability, life and accidental death and dismemberment coverage and a retirement plan.

How to Apply:

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI or email: thoward@cassfamilyclinic.org.