



## **Job Description**

### **Licensed Addictions Counselor**

**Purpose:** The Licensed Addictions Counselor is a full time position with the responsibility of coordinating and delivering clinical services at the Butte SPIRIT Homes, which operates Level 3.1 transitional housing for both men and women recovering from substance use disorders.

#### **Essential Functions:**

- Participate in Admissions process with screening potential residents for both homes.
- Work with the Clinical Director to maintain established clinical programming including weekly individual sessions and groups.
- Develop Individualized Treatment Plans for each resident within 7 days of program admission.
- Develop follow-up progress reviews and update of treatment plans in required time increments of 90 days for initial and every 30 thereafter.
- Complete intake assessments for placement of residents at 3.1 LOC
- Complete documentation of contact with residents for extra encounters that include activities, interventions provided as part of daily services, conflicts, warnings or formal write-up's .
- Maintain a regular schedule of Chemical Dependency group and individual counseling to assure all Butte SPIRIT Residents receive a minimum of 4 hours/week of clinical services for up to a maximum of 15 possible residents.
- Provide crisis intervention and mediation as necessary.
- Work in conjunction with and under the guidance of the Clinical Director for ethically appropriate program management and conduct.
- Work cooperatively with the House Mangers to coordinate care of each resident and within cooperative scheduling to achieve desired outcomes.
- Document and report any concerning behaviors or conduct to Clinical Director and House Managers and maintain open lines of communication.
- Develop discharge summaries at the time of Resident's departure from the program for any reason.
- Work cooperatively with staff to address needs of the residents such as coordination of care with outside agencies, probation and parole, child and family services, physicians, attorneys, or any entity to help the resident progress towards success. This includes transitions to various levels of care as needed.
- Assume additional duties as assigned by the Clinical Director

**Work Schedule & Status:**

Full time, Salaried, Exempt Position. Approximately 30-40 hours per week M-F. Involves working sometimes varied days and hours. Most hours are worked while unsupervised.

**Materials and Equipment Used:**

Telephone; fax machine; general office supplies; computers; motorized vehicles; breathalyzer; and urinalysis collection cups; Behave Health Electronic Health Record Software

**Compensation:**

Competitive salary compensation (including major medical, dental and vision benefits, if desired) will be discussed based on experience and licensure and at the discretion of the Board of Directors \$56,000-\$60,000/year for a full-time employee, plus benefits.

At Butte SPIRIT Center we care about the health and safety of our employees. Butte SPIRIT Center requires applicants to complete a pre-employment screening process upon receipt of an offer of employment. Any employment offer is contingent upon receipt of all satisfactory pre-employment screenings. 6 month probationary period.

**Requirements Qualifications and Skills:**

- Graduate of schooling approved and hold a “License Candidate - ACLC” or a full “Licensed Addictions Counseling – LAC”, License from the State of Montana.
- Requires typing and computer competency, including Windows applications for moderate levels of typing case notes, client records, client intake, and house documents
- A working knowledge of proper ethical conduct within the field of Addictions Counseling
- Must possess excellent verbal and written skills along with the ability to create clear and concise reports
- Valid MT Driving License
- Must have or be willing to gain education/certification for gambling addiction.

**Preferred Qualifications, Traits and Skills:**

- Experience with sober living housing programs
- Experience working in a substance abuse program
- Knowledge of community resources
- Desire to share personal experience, strength, and hope with newcomers to recovery

**To Apply:** Cover letter and resume *including professional and character references* should be sent to [director@buttespirit.org](mailto:director@buttespirit.org)