

JOB DESCRIPTION

Title: COUNSELOR ASSISTANT

Requirements: Bachelor's degree in a related social service field.

Accountability: Clinical Supervisor

Responsibilities:

1. To conduct substance abuse assessments under the direct supervision of the Clinical Supervisor.
2. To provide group psycho education and/or counseling under the close supervision of the Clinical Supervisor or otherwise qualified substance abuse counselor.
3. To maintain a primary caseload of clients within state licensing guidelines.
4. To actively pursue education and training that will allow achievement of full counselor status.
5. To participate in regular weekly group and individual supervision.
6. To provide coverage for staff as needed.
7. To maintain accurate and up to date clinical records in accordance with licensing and other regulatory guidelines.
8. To prepare all reports and documentation as required.
9. To perform all other relevant duties as assigned.

Counselor Assistant Date

Clinical Supervisor Date