



PINNACLE TREATMENT CENTERS

Job Description

Position Title:

- ☐ Counselor (NJ, OH, PA, VA)
- ☐ Clinician (KY)

Reports to:

- ☐ Clinical Supervisor (KY, PA, KY, OH, VA)
- ☐ Director of Substance Abuse Counseling Services (NJ)

Summary:

Oversee all aspects of a client's drug and alcohol treatment program. Responsible for the coordination and continuity of care from admission through discharge and follow-up of the patients. Promote Performance Improvement and service delivery that is aligned with the agency's primary mission.

Duties and responsibilities

- Ensure the completion of patient databases, treatment plans, progress notes, discharge summaries, and other essential documentation in accordance with applicable federal and state standards as well as agency policies and procedures.
- Provide patient with orientation regarding objectives of the program, phase system requirements, rule and regulations, sanctions, hours of services, patient rights, and additional information to help patient adjust to the program.
- Assure each patient is assessed and placed according to the treatment phases in accordance with Federal and State standards as well as agency policies.
- Keep all patient files organized and updated for own and agency's use in accordance with established policies and procedures.
- Counsel patient in crisis situations by identifying patient resources and coping abilities in order to help patient cope with and take steps to resolve crisis.
- Counsel patient who has refused to comply with specific program requirements in order to increase patient awareness of possible consequences of noncompliance.
- Arrange referrals to other agencies and resources in the community when appropriate.
- Perform treatment plan reviews.
- Participate in case conferences and case reviews in accordance with established policies and procedures.
- Develop and increase knowledge of federal, state, and agency regulations regarding confidentiality, methadone treatment, and substance abuse counseling certification.
- Submit all internal and external correspondences to supervisor for review and approval.
- Secure necessary documentation from patient, when appropriate, to ensure compliance with established policies and procedures.