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## SA COUNSELOR/QSAPP JOB DESCRIPTION

**Job Title: Substance Abuse Counselor/Qualified Substance Abuse Prevention Professional**

### **Job Summary:**

Under limited supervision is responsible for coordinating, overseeing and supervising activities and involved Substance Abuse programs, ensuring compliance with relative rules, regulations, policies and procedures.

### **Essential Duties and Responsibilities:**

- Serve as an advocate for the individuals we serve
- Perform and/or assist with parts of various problem-solving duties which occur, including investigating the situation, developing possible solutions, formulating options/resources, deciding on most appropriate plan for solution, and implementing approved plan of action
- Establish and maintain effective relationships with a variety of individuals and groups including the individuals we serve, supervisors, families/guardians, consultants, case managers, psychologists, therapists, representatives of Managed Care Organization (MCO), etc.
- Ensure SA goals are being implemented correctly
- Attend meetings as scheduled
- Communicate appropriate recommendations and/or needs to Program Director and/or CEO
- Coordinate objectives and meet deadlines for the implementation of Service Plans/Plans of Care
- Participate in strategic planning process for SA programs
- Develop and implement objectives and oversee data collection
- Must be able to draft a plan of care and write task analysis
- Assist with the coordination of new admissions and transfers (e.g. screening applicants, conducting tours, facilitating placement, etc.)
- Ensure the program is following the proper procedures for providing services and that it meets all guidelines based on state standards funding source
- Ensure billing information is completed accurately
- Ensure payroll authorizations are completed accurately
- Ensure documentation standards are met
- Document conversations with parent/guardians, case managers and other parties appropriate
- Review and sign documentation on a weekly basis (at a minimum) and conduct monthly monitoring visits
- Ensure skill development is being achieved for each individual
- Monitor on going case management needs; problem-solve and refer accordingly
- Ensure Health and Safety and Incident Reporting requirements are upheld and implemented
- Creates the expectations of implementations of SA Interventions
- Determine timelines of services provided including how and when services will be stepped up/stepped down and/or transitioned in to other level of care



- Provide individual counseling and support; group counseling and support; family counseling, training or support; biochemical assessments to identify recent drug use (e.g. urine drug screens); strategies for relapse prevention to include community and social support systems in treatment; life skills; crisis contingency planning; disease management; and treatment support activities that promote targeted behaviors
- Creating and developing revisions/modifications to PCP plan
- Link and coordinate recommended services
- Maintain contact with local collaterals in person, by mail, and phone
- Complete and monitor NCTOPPS
- Gather information from Persons Served, family, team and collaterals in order to request authorization of services
- Arrange, link or integrate multiple services as well as assessment and reassessment of Persons Served need for services
- Inform the Persons Served and natural supports about benefits, community resources, and services
- Arrange/Assist Persons Served to receive benefits and services; and monitor the provision of services
- Teach Persons Served anxiety management techniques
- Implement evidence based contingency management system for drug free living by rewarding Persons Served for drug-negative urine samples with desired prizes starting at the low end of a \$ 1– \$ 100 range and increasing with continued abstinence (see Contingency Management for Substance Abuse Treatment by Poetry and NC Practice Improvement Collaborative)
- Use a token-reward system, including a visible tracking chart, to reinforce targeted behaviors, i.e. maximum group engagement and retention, promote goal directed behaviors, increase commitment to sobriety and recognition/acknowledgement of internal and external triggers
- Utilize Motivational Interviewing Techniques and the Living in Balance curriculum to foster progression through the Stages of Change
- Establish and affirm therapeutic relationship with Persons Served
- Identify the functions of Persons Served resistance talk (i.e. - rationalizing, reluctance, rebellion, and resigning)
- Elicit Persons Served perception of her/his own life
- Elicit and listen for the locus of Persons Served difficulties and life's discrepancies
- Assist Persons Served move to preparation stage of change by focusing on discrepancies, providing accurate
- Utilize person centered technique, active listening, and other motivational interviewing technique to gather psychosocial information and determine appropriate level of care
- Assist all clinical team members in various locations by co facilitating or substituting for other clinicians
- Other duties may be assigned as situation or LCAS deemed necessary

### **Definition**

“Qualified Professional” means, within the MH/DD/SA system of care; An individual who holds a license, provisional license, certificate, registration, or permit issued by the governing board regulating a human service profession, except a registered nurse who is licensed to practice in the State of NC by the NC Board of nursing who also has four years of full time accumulated experience in MH/DD/SA with the population served; or



A graduate of a college or university with a Master's degree in a human service field and has one year of full time, post graduate degree accumulated MH/DD/SA experience with the population served, or a substance abuse professional who has one year of full time, post graduate degree accumulated supervised experience in alcoholism and drug abuse counseling; or

A graduate of a college or university with a bachelor's degree in a human service field and has two years of full time, post bachelor's degree accumulated MH/DD/SA experience with the population served, or a substance abuse professional who has two years of full time, post bachelor's degree accumulated supervised experience in alcoholism and drug abuse counseling; or

A graduate of a college or university with a bachelor's degree in a field other than human services and has four years of full time, post bachelor's degree accumulated MD/DD/SA experience with the population served, or a substance abuse professional who has four years of full time, post bachelor's degree accumulated supervised experience in alcoholism and drug abuse counseling.

"Qualified substance abuse prevention professional (QSAPP)" means, within the mh/dd/sas system of care:

- (a) a graduate of a college or university with a Master's degree in a human service field and has one year of full-time, post-graduate degree accumulated supervised experience in substance abuse prevention; or
- (b) a graduate of a college or university with a bachelor's degree in a human service field and has two years of full-time, post-bachelor's degree accumulated supervised experience in substance abuse prevention; or
- (c) a graduate of a college or university with a bachelor's degree in a field other than human services and has four years of full-time, post bachelor's degree accumulated supervised experience in substance abuse prevention; or
- (d) a substance abuse prevention professional who is certified as a Certified Substance Abuse Prevention Consultant (CSAPC) by the North Carolina Substance Abuse Professional Practice Board.

### **Preferred Skills:**

#### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### Reasoning Skills

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.



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Computer Skills

This person should be proficient in using word processing software (MS Word) and spreadsheet software (MS Excel), internet and email applications.

Other Skills and Requirements

Strong written and verbal communication skills; Strong facilitation skills; Ability to work well with others; Ability to responsibly and confidentially handle sensitive employee information.

Certifications

CPR/First Aid  
NCI  
Blood-borne Pathogens

Additional and/or Program Specific Responsibilities:

SA Service Competencies.