



**New Directions<sup>®</sup>  
Northwest Inc.**

**Administrative Office**  
(541) 523-7400  
Fax: (541) 523-4927  
2100 Main Street, P.O. Box 1005  
Baker City, OR 97814  
[www.newdirectionsnw.org](http://www.newdirectionsnw.org)

Chief Executive Officer: Shari Selander

*New Directions for Positive Changes....*

*"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."*

## **POSITION DESCRIPTION**

Name: \_\_\_\_\_ Employment Status: **Regular F/T**

Program: **Baker House Men's Program** Exempt/Non-Exempt: **Non-Exempt**

Class Title: **Counselor CADC I** Effective Date: **2018**

**General Purpose:** Responsible for helping chemically dependent adults and their families; provide a therapeutic and welcoming living environment, and most importantly guarantee each individual is provided every opportunity to receive appropriate treatment and skills to reach sobriety. It is also the general purpose to effectively assist each individual to transition back to their county of origin with a strong support system and plan in place to ensure the best possible outcome for long term success.

**Supervision Received:** Works under the direct supervision of the EATC Program Director. May receive clinical supervision from an assigned CADC II or CADC III.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Work forty (40) hours per week (however, at times this may result in your supervisor approving/requesting an adjusted schedule to work around non-typical situations such as: (your client is in crisis and needs you, family is coming in person on a weekend for a scheduled visit or family counseling sessions can only be conducted later in the evenings or on weekends when families are off of work, etc.)

- Responsible for keeping their calendars on streamline up to date at all times.
- Responsible for supervising and monitoring the activities for up to twenty four males. These activities will include, but are not limited to the following:
  - Free-Time
  - Recreation Time
  - Outings

**Residential Intake Coordinator:**  
(541) 406-4999 Fax: 541-523-9237

**Baker House Adult Residential**  
(541) 523-6581 Fax: (541) 523-9237

**Elkhorn Adolescent Residential**  
(541) 523-8320 Fax: (541) 523-8325

**Recovery Village Women &  
Children Residential**  
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder  
River Correctional Facility**  
(541) 523-9894 Fax: 541-523-8067

**New Directions Behavioral Health  
and Wellness**  
(541) 523-3646 Fax:(541) 523-7602

**Prevention Programs:**  
Substance Abuse  
Mental Health Promotion and Prevention

**Developmental Disabilities**  
(541) 523-8366 Fax: 541-523-4927

- As a primary counselor your duties include the following:
  - Complete SUD Assessment (to include initial DLA 20 and Treatment Plan within 2 business days after entering program)
  - Complete “progress” DLA 20’s at a minimum each 30 days
  - Provide and document in a timely manner (within 36 hours of service, con-current documentation highly recommended and encouraged) the following: (this is per client assigned)
    - Minimum of 1 hour of individual services per week
      - To be covered:
        - Autobiography
        - Relapse Prevention Planning/Development
        - Transition Planning
        - Progress
        - Needs
      - Minimum of 30 min of Case Management per week (communicating with probation officer and/or outpatient provider of progress and continued needs).
    - Conduct interview/interventions following incidents involving assigned clients same day or next day.
    - Strict monitoring of individual’s progress through the Phase System, to guarantee the individual is on task, and has a clear plan in place for progress (goal is about 30 days per phase).
    - Develop and communicate Behavioral Support Plans when needed
    - Complete Re-Authorization paperwork in a timely manner, as to not have any lapse in coverage for treatment.
    - Arrange and coordinate all on-site visits, day outings, weekend outings and home passes.
      - Communicate effectively with program, so all staff are aware of plans and needs.
    - Provide oversight of assigned clients tracking sheets/point sheets.
    - Accountability: If you tell a client you are going to do something you are expected to always will follow through with that item before you leave for the day and if you are unable to complete item for client You, must communicate with client and staff what the alternative is. Do not leave a client “wondering” overnight or all weekend.
- Willing to be on-call on a rotating basis with rest of counseling staff
  - While on call you must come into the Program if needed. It is not just over the phone.
- As a SUD Counselor, you will provide the additional services to all individuals within the program (all documentation if to be completed in a timely manner, within 36 hours of service being provided):
  - Monitor and be responsible to guarantee completeness of each individual’s medical record
  - Group Counseling
  - Educational Therapy
  - Behavioral Management
  - UA Administration/Monitoring (if you are a male staff person)
  - Counselors responsible for knowing medications and dosages that are prescribed for their clients and as well as informing staff about Dr. Appointments for their clients.
- Schedule (on streamline) and Attend bi-weekly supervision for 1 hour with assigned supervisor.
- Attend and be prepared to present case information during weekly clinical meetings. Attendance is mandatory. (progress, needs, goals, supports, behavior support plans, planned activities (visits, home passes), current treatment progress, etc.) for each assigned client
  - Counselors agree to bring discharge planning and dates to clinical meetings
    - Must have those plans approved by supervisors *before informing client of possible leave date.*

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- Discharge planning/Transition planning for after care begins the day they enter treatment, and continues throughout treatment..
  - Must start discharge planning at least 30 days prior to leave date
  - Must have aftercare plans set up with client support people such as PO, DHS, Families, Outpatient mental health and addiction providers as well as transportation being scheduled before a client is discharged.
  - Must have discharge summary done within 48 hours of client leaving
  - Close and discharge client record in EHR in a timely manner (within 1 week of leaving facility).
    - This needs to be coordinated with Mental Health Counselor as well if applicable.
- It is expected that the Counselor will help develop and/or modify existing training materials for our clientele, offering suggestions and methods to improve the program's ability to help adolescents under the supervision of the Program Director.

### **PERIPHERAL DUTIES**

Spend one week "Crisis On-Call" on a rotational basis to help cover shifts, respond to emergencies, or offer support to fellow team members. May be required to drive the agency vehicles on a daily basis to and from recreational activities, doctor appointments, mental health visits, and any situation that calls for a staff member to drive the clientele. There may also be other duties assigned by the Program Director.

### **MINIMUM REQUIREMENTS**

A High school diploma/GED is required. A CADC (Certified Alcohol and Drug Counselor) certification is required. If you do not have this certification, it is expected that you will attain it within 24 months. Must interact amiably with co-workers and members of the public.

Experience working with adolescents is required.

### **TOOLS AND EQUIPMENT USED**

A computer will be used on a regular basis.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner at all times.

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**Note to Employee:** *DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE SPECIFIC JOB REQUIREMENTS FOR THIS POSITION.*

Will you be able to perform the essential functions of this job, with or without reasonable accommodation

**Please initial one** \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain requirements: \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

\_\_\_\_\_  
Employee's Signature:

\_\_\_\_\_  
Supervisor's Signature:

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