

## Intern Job Description

**POSITION:** Chemical Dependency Counselor (CDC) I  
**DEPARTMENT:** Addictions Crisis Center (ACC)  
**SUPERVISOR:** Program Director

**SUMMARY:** The CDC works under the supervision of a Credentialed Alcoholism & Substance Abuse Counselor (CASAC) or other Qualified Health Professional (QHP) as designated by the Program Director. The primary role of the CDC is to provide coordination and implementation of direct substance abuse clinical services for clients experiencing withdrawal. The CDC participates in case review with the multidisciplinary treatment team, completes client assessments, provides referrals for substance abuse treatment, participates in the client discharge planning process, completes all necessary forms and documentation, supervises interns and provides assistance with the orientation and training process for new staff.

A condition of employment as a CDC is to maintain credentialing and remain current on required trainings. Must be willing to obtain credentialing through the NYS Department of Alcoholism and Substance Abuse (OASAS) and adhere to the Canon of Ethical Principles as outlined by the NY State Office of Alcohol and Substance Abuse Services and the RMU Employee Handbook.

### **PRIMARY DUTIES:**

- Complete client admissions with LPN.
- Complete Psycho Social Assessment (PSA) assessment of clients.
- Assist in prescreening and routing incoming phone calls to appropriate staff.
- Perform and document vital signs and inform the LPN of abnormalities.
- Report all observations, interactions and behaviors of a medical nature to the LPN.
- Correctly document shift notes, opening notes, behavior incidents, client activity logs, discharges and complete all NYS OASAS forms as required.
- Utilize sound clinical judgment with regard to assessment and referral for client services.
- Participate in daily case review meetings.
- Direct observation of client urine screening.
- Responsible for the discharge planning including but not limited to making appropriate recommendations for continued Substance Abuse, Mental Health and community support meetings under the supervision of QHP.
- Provide individual motivational counseling for our clients.
- Prepare records and reports within the time frame as required by NYS OASAS Regulations Part 816.
- Attend all pertinent in-service training sessions.
- Participate in regularly scheduled clinical supervision meetings with the Program Director
- Provide didactic groups related to the disease of addiction using lectures and various audio/visual materials.
- Provide problem centered, solution focused group therapy under the supervision of a QHP.
- Maintain positive liaison relationships with other community agencies, i.e. Department of Social Services, Probation, VESID, and other Addiction Services, Alcoholic Anonymous, AI-Anon, and ACOA.

- Assist in general daily duties such as: complete client laundry, stock shelves, request and stock kitchen and refrigerator items, clean kitchen and dishes, supervise clients in kitchen at all times, supervise client in lounge area, supervise clients during meals, clean client areas and clean and remake beds after discharge, and receive and document deliveries.
- Strictly follow all established infection control policies.
- Follow established emergency procedures including fire drills, evacuation procedure, and disaster plans.
- Help maintain safety and security by monitoring cameras, checking client belongings and monitoring client activities, performing building checks and practicing defensive driving.
- Update the Clinical Coordinator and/or Director in a timely manner about all matters, seek advice and counsel and develop a spirit of cooperation in carrying out the job responsibilities.
- Transport clients to appointments, as needed.
- Maintain vehicle records and fuel, as needed.
- Participate as a member of the Treatment Team and attend staff meetings as requested by supervisor.
- All other duties assigned by supervisor.

### **MINIMUM REQUIREMENTS:**

- Minimum of (1) year of internship and/or work experience in an OASAS certified substance abuse program or comparable setting.
- Must currently be a CASACT and/or eligible to apply for CASACT.
- AAS degree in substance abuse and/or human services or related field.
- Prior experience with treatment centered activities preferred.
- Intermediate skills with Microsoft Word, Excel and Outlook.
- Current and valid New York State driver's license preferred.
- Ability and commitment to the Ethical Principles of Substance Abuse Counselors.
- Enthusiastic support of our Mission Statement.

### **CORE COMPETENCIES:**

Demonstrates wisdom, good decision making, analytical and problem solving skills.

Meets deadlines.

Promotes harmonious working relationships.

Demonstrates effective verbal, written and listening communication skills and is not easily misunderstood.

Maintain confidentiality.

Work independently as well as a team player.

Ability to remain calm, patient and professional in a fast paced environment.

Ability to resolve conflict.

Ability to work with little or no supervision.

Must be a motivated self-starter.

Ability to multi-task, plan & prioritize tasks and respond to situations in a timely manner.

Ability to de-escalate crisis situations.

Ability to manage client behaviors and contingency management.

Will preserve the integrity of the ACC program through enforcing rules, adhering to program scheduling and fostering a motivational environment for clients experiencing withdrawal.

**PHYSICAL JOB REQUIREMENTS:**

The tasks described signify many of the physical requirements of this position, based on a Time Weighted Average of an 8-hour work day.

- Ability to reach, sit, use fingers, grasp, talk, hear and perform repetitive motions.
- Ability to exert up to 10 lbs of force occasionally and negligible amount of force required infrequently to lift, carry, push, pull or otherwise move objects.
- Ability to operate a facsimile, telephone, photocopier, calculator, printer and computer.
- Ability to read and interpret documents & write routine reports and correspondence.

Every employee of the Rescue Mission is required to attend two annual mandatory trainings: The Mission's Safety Program and Preventing and Managing Conflict in the Workplace.

*I have read this job description and understand and agree with the information stated. I have had an opportunity to ask questions regarding this information. Any violation could result in a corrective action, up to and including separation of employment at the discretion of the Rescue Mission of Utica.*

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*Intern Name – Print*

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*Date*

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*Intern Signature*

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*Date*