

Drug & Alcohol Counselor

An outpatient therapist at TW Ponessa & Associates Counseling Services, Inc. will be a qualified professional and will have the following Qualifications and Responsibilities:

Qualifications

As per BDAP Chapter 704, Staffing Requirements for D&A Treatment Activities, sub-section 704.7, the requirements for D&A Counselor at TW Ponessa & Associates are either:

1. Masters Degree from an accredited college with a major in medicine, chemical dependency, psychology, social work, counseling, nursing or other related field, which includes a practicum in a health or human service agency, preferable in a drug and alcohol setting. If the practicum did not take place in a drug and alcohol setting, the individual's written training plan shall specifically address a plan to achieve counseling competency in chemical dependency issues. **A MASTERS DEGREE IS PREFERRED. Or**
2. A Bachelors degree from an accredited college with a major as specified above and 1 year of clinical experience in a health or human service agency, preferably in a drug and alcohol setting. If the person's experience was not in a drug and alcohol setting, the above specifications about training apply. **Or**
3. A CAC or AAC II is preferred.

Responsibilities

1. Full time outpatient therapists will be required to work a 40-hour work week, with an expectation of 30 billable hours per week. Employees are expected to work a flexible schedule, consisting of 3 evenings per week.
2. Conduct therapeutic, goal-directed treatment sessions with clients on a consistent treatment schedule.
3. Facilitate and/or Co-Facilitate Groups
A. groups include and are not limited to: Act 122, Outpatient D&A, Outpatient Dual DX, etc.
4. Complete medical record documentation on each client at each visit. Complete and document service authorizations, treatment plan updates, case consults, case management responsibilities, and other required documentation as dictated by BDAP, Lancaster/York/Harrisburg D&A Commission, and contracted insurance providers.
5. Attendance at all mandatory and scheduled trainings, supervisions*, and staff meetings. Report to D&A Facility Director on a regular basis to insure consistency and quality of care.
(* Mandated Attendance at WEEKLY SUPERVISION to address: progress of active clients; review results of employee evaluations; monitor education and training requirements; review changes in paperwork requirements and/or P&P's; and other relevant concerns.)

- 6. Maintain professional boundaries and behavior, as specified by the TW Ponessa & Associates Code of Ethics/Conduct and the PCP Code of Ethics, during interactions with all staff and clients.**
- 7. Maintain strict confidentiality and client rights in accordance with TW Ponessa & Associates P&P Manual, 4 PA Code Subsection 255.5 State Regulation, the Health Insurance Portability Accountability Act (HIPPA), the Americans with Disabilities Act, and the Non-Discriminatory Policy.**
- 8. Comply with all expectations and obligations regarding Mandated Reporting of sexual and physical abuse of minors.**
- 9. Acquire 25 hours per year of BDAP approved training.**
 - a. submit all requests for trainings to D&A Facility Director**
 - b. submit copies of certificates of completion with training feedback forms directly to D&A Facility Director**
 - c. submit yearly projected training outline to D&A Facility Director at the start of each fiscal year (that is, July)**
- 10. Other duties (within reason) as assigned.**