

## Berks Counseling Center – Job Description

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<b>Position Title:</b>	<b>TREATMENT COUNSELOR</b>	<b>Classification:</b>	<b>E3, E4</b>
<b>Department:</b>	<b>BCJS/CRC</b>	<b>FLSA Status:</b>	<b>EXEMPT or NON-EXEMPT</b>
<b>Accountability:</b>	<b>PROGRAM COORDINATOR</b>	<b>Status:</b>	<b>FULL-TIME or PART-TIME</b>
<b>Primary Location:</b>	<b>BCJS/CRC</b>	<b>Creation/Revision Date:</b>	<b>AUG 2015/OCT 2017</b>

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### General Summary

To provide screening and assessment and out-patient services to inmates housed at the Berks County Jail System.

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### Minimum Qualifications

Master's degree in related social service field with at least three (3) months direct substance abuse counseling experience (or relevant internship) preferred; or Bachelor's degree in a related social service field with at least one (1) year direct substance abuse counseling experience (or relevant internship) required; CAC and/or licensure preferred. Bilingual: English/Spanish preferred.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

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### Knowledge, Skills, and Abilities

- Knowledge of ethical practices of counselors (or other position).
  - Knowledge of Electronic Health Records
  - Knowledge and belief in the principles of recovery and the ability and willingness to implement recovery driven supports.
  - Skill in coaching, training, and performance evaluating employees.
  - Skill in using Microsoft Office and Microsoft Outlook and ability to learn new software programs that support project efforts.
  - Skill in managing competing priorities.
  - Skill in problem solving and conflict resolution including identification of the problem or conflict.
  - Skill in problem solving and conflict resolution within a team oriented approach to care.
  - Skill in oral and written communication.
  - Ability to maintain standard direct service hours.
  - Ability to work well with diverse, low income, high risk populations and provide culturally competent care.
  - Ability to communicate professionally with coworkers, clients and vendors.
  - Ability to work independently and establish self-directed goals.
  - Ability to follow written and oral instructions.
  - Ability to work well with diverse, low income, high risk populations and provide culturally competent care.
  - Ability to assist the consumer in identifying appropriate treatment plan goals and action steps.
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### Essential Job Functions

1. To provided screening and assessment of inmates both individually and as part of a group psycho education process.
2. To provide psycho education, individual, and group counseling to inmates.

3. To effectively complete all required clinical documentation related to outpatient treatment standards in an efficient and up-to-date manor.
4. To work collaboratively with BCC and BCJS staff this includes working with the care coordinator of the Jail Project.
5. Participate in individual and group supervision as required.
6. Attend training and conferences as required.
7. Facilitate Early Recover Support Groups.
8. Complete Level of Care Assessment according to Pennsylvania Client Placement Criteria as requested.
9. Participate in assuring each inmate has an appropriate aftercare, relapse prevention, and discharge plan.
10. Prepare all statistics and reports as required.
11. Respond to clinical crises as appropriate.

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**Physical Requirements**

- SEEING: Must be able to see well enough to read reports and use computer and to type electronic documentation.
- HEARING: Must be able to hear well enough to communicate verbally with clients in the forensic setting.
- MOBILITY: Must have mobility to move about the prison with little to no assistance; some assistance devices are not permitted inside the secure area of the prison.
- OTHER: Must be able to write, type and use technology.

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**Note:** The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

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**TREATMENT COUNSELOR – Signature / Date**

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**PROGRAM COORDINATOR – Signature / Date**

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**PRINTED NAME**

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**PRINTED NAME**