

Lowell House Addiction Treatment and Recovery
Counselor/Case Manager
3pm-11pm Sunday-Thursday
Glenice Sheehan Program

The Counselor/Case Manager is responsible for all intake, assessment, treatment planning, and progress note documentation for each client assigned to their caseload. Counselor/Case Managers work collaboratively with the Clinical Director and Program Manager to provide the most clinically appropriate addiction services to match client level of motivation and preference for ongoing recovery.

PRIMARY RESPONSIBILITIES:

- Supervise and monitor the health and safety of clients in the program.
- Responsible for maintaining the staffing ratio as assigned by the Program Manager; (remaining on site as directed by supervisor).
- Attending and participating in weekly clinical and staff meetings.
- Complete new client intakes and referral information as assigned.
- Case management of a client caseload, as assigned by Clinical Director; monitoring of progress and client status, notification of significant client changes that warrant clinical, medical, further intervention.
- Responsible for opening an electronic health record for new clients.
- Timely completion of all assessments, treatment planning development, signing of consent forms, and ongoing progress notes.
- Responsible for coordination and scheduling of individual client counseling sessions.
- Responsible for monitoring assigned caseload participation in activities/groups by checking in with other counselors, reading groups documentation notes, and checking in with your assigned clients.
- Facilitate transitional phase of program for clients, preparing for discharge.
- Facilitate Addiction treatment groups as assigned by the Clinical Director or designee, by using approved curriculum and specific content approved through SAMHSA, NIDA, BSAS, or other best practice standards identified by the Clinical Director, or Program Manager.
- Participate in your performance evaluation with the Clinical Director.
- Provide assistance with internal quality assurance reviews of client charts.
- Assist the Program Manager with getting all eligible residents apply for food stamp benefits and other entitlement services and obtain EBT cards for transfer of food stamps to LHI food account.
- Provide general supervisor oversight to Recovery Specialist, direct care, or interns when on shift, in the absence of program supervisors.
- Have knowledge and understanding of DPH regulations and LHI Policy and Procedure manuals.
- Responsible for the immediate notification of safety/health/legal issues happening in the program (client or programmatic); includes the completion of an Internal or Critical Incident Report form.
- Responsible for timely calling out to identified supervisor due to inability to cover shift.
- Responsible for completing and authorizing weekly timesheet with your signature to accurately reflect hours worked on shift.
- Assists with client chart reviews for internal quality assurance.
- Provide Crisis Intervention (client and programmatic issues).
- Utilizing overdose and prevention training (Narcan) if needed.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Associate or Bachelor's Degree in Human Services, Addictions, Psychology, or related field, preferred.

High school diploma minimum requirement.

- Minimum of 3 years of experience working in the Addiction Recovery field; which could include internship placement hours.
- Excellent professional boundaries
- Mature personality traits and attitude to provide individual counseling
- Strong verbal & written communication skills
- Working knowledge of MS Word & Excel, and Electronic Health Records.
- Current certification in CPR and proof of TB status.

ORGANIZATIONAL RELATIONSHIP:

- Directly reports to the Clinical Director

WORKING CONDITIONS:

The ability to have scheduling flexibility to attend necessary trainings to maintain DPH employee standards of care. A successful CORI check is required.

Interested candidates should send a cover letter and resume to Katherine Carter at kcarter@lowellhouseinc.org or Julie White at jwhite@lowellhouseinc.org