



Job Title: Addiction Specialist

Reports To: Resource Center Manager

Work Hours: 20-24 hours per week to be scheduled as needed

FLSA Status: Non-Exempt

Hourly rate: \$23.05

SUMMARY:

Provides alcohol and other drug assessment and referral services to clients seeking assistance. All services are to be provided in a manner that reflects trauma-informed care. Performs other duties of a similar nature as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts screening interviews to determine the need for drug and alcohol assessment and for emergent care services in specific areas of detoxification and psychiatric care and makes referrals to appropriate health and human service agencies, as needed, based on the outcome of the screening.
- Conducts confidential quality assessments to determine the appropriate level of care. Assessments may be conducted at the agency or within the community.
- Uses a strength-based and trauma-informed approach to work collaboratively with clients and internal and external team members to help support clients in their treatment and recovery.
- Provides clinical consultation to referral sources, family members, and others to support clients in their recovery.
- Works closely with clients to engage them in the decision-making process and helps them understand the benefits of assessment and accessing the appropriate level of care as indicated.
- Based on assessments, makes referrals to the most appropriate programs and agencies in an effort to help clients access the right level of care to best meet their treatment needs.
- Assists clients with scheduling an admission or first appointment date at the program or facility where they were referred.
- Monitors client's access and involvement with treatment and other providers to help address barriers to treatment and the recovery process. Follows up with the client within seven days of referral to assess the process and client satisfaction with adjusting to the program.
- Completes paperwork requirements and maintains quality, up-to-date clinical records within Apricot.
- Maintains working knowledge of drug and alcohol treatment agencies and programs and a list of resources that can be shared with clients.

- Remains in compliance with internal policies and procedures, regulations and standards.
- Participate in all assigned meetings, staff development, and training as required.
- Performs other duties of a similar nature as may be required.

QUALIFICATIONS:

- Bachelor’s degree in social work or the social service field.
- Five or more years of clinical experience with addiction services.
- Licensed as an LSW, LPC, LISW, or LPCC

SKILLS AND KNOWLEDGE:

- Understanding and supportive of a trauma-informed system of care.
- Strong interpersonal and engagement skills.
- Strong organizational and time management skills.
- Self-directed and flexible
- Experience working directly with people from diverse, racial, ethnic, and socioeconomic backgrounds.
- Excellent written and verbal communication skills and the ability to communicate specifically with an audience from diverse racial, ethnic, and socioeconomic backgrounds.

JOB CONDITIONS:

This position requires the employee to work with a diverse population; therefore, there may be exposure to potentially infectious material. Other exposures could include cleaning supplies, chemicals involved in pest control, paint, and other materials used in building maintenance.

PHYSICAL AND MENTAL ACUITY REQUIREMENTS:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their jobs.

- Able to hear phone conversations, doorbells, emergency alarms, and face-to-face conversations.
- Able to speak clearly in person and on the telephone.
- Able to handwrite legibly (an example of writing will be requested)
- Vision that enables a person to read normal-size print and handwritten notes, and distance and peripheral vision that enables a person to monitor a large space and identify concerns that require staff response.
- Mobility/dexterity of hands/arms.
- Able to sit for sustained periods of time.
- Able to walk the entire building and ascend and descend stairs quickly to move from one floor to another in order to respond to emergency situations.

- Able to stand for long periods of time.
- Able to lift, move and/or carry up to 50 pounds.
- Regularly able to perform duties as assigned.

BENEFITS: PTO, holiday pay, medical, dental, vision, 403b (with match after one year of employment), flexible work schedule.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their own or others' health or safety. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

To understand responses to traumatic life events, the concept of a trauma-informed environment, vicarious trauma, and the need for self-care.

We are committed to promoting Diversity, Inclusion, and Equity throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

West Side Catholic Center is pleased to be an equal opportunity employer.

INTERESTED: Send your resume to – Gretchen Anderson, Director of Human Resources, ganderson@wsccenter.org

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