SUMMARY

Under general supervision and working as part of the ACT Team, the Substance Abuse Specialist will provide integrated dual disorder treatment to ACT clients who have substance use programs. Provide a range of prevention, assessment and intervention services. Provide training and consultation to team members on problems, assessments, and recommendations for clients. Use IDDT treatment and Motivational Interviewing techniques. Complete and maintain service documentation according to agency and regulatory standards.

ESSENTIAL JOB FUNCTIONS

1. Conduct comprehensive substance use assessments that consider the relationship between substance use and mental health.
3. Using outreach and motivational interviewing techniques.
4. Treatment approach is consistent with clients’ stages of change readiness.
5. Using cognitive behavior approaches and relapse prevention.
6. Provide modeling skills and consultation to team members.
7. Cross-training to other staff on the team to help develop dual disorder assessment and treatment skills.
8. Attending all daily organizational team meetings.
9. Attending all treatment planning meeting for clients.
10. Ensure crisis resolution and follow-up by conducting ongoing needs assessments and coordinating services.
11. Provide outreach and case management.
12. Prepare written reports and summaries for consultation according to program standards and professional ethics.
13. Ensure client records are in compliance with the ODMH, CARF and ODADAS standards.
14. Ensures compliance with productivity standards and documentation/record keeping for agency and the project, funding and accreditation requirements by maintaining and reporting accurate and timely documentation and statistical data.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Adheres to the ethical, confidentiality, and professional-standards requirements of federal and state law, the policies of this organization, and the policies of licensing and credentialing boards.
2. Speaks and acts in a manner that is sensitive and responsive to a person’s ethnic, cultural, and developmental background, to any disabling conditions, and to conditions that may affect the person’s ability to form accurate perceptions, process information, understand directions, and communicate important information.
3. Consistently interacts with members of this and other organizations in a respectful, professional manner; productively contributes to the functioning of an interdisciplinary team.
4. Assumes additional responsibilities and performs special projects as needed or directed.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

1. Bachelors Degree with specialization in social, behavioral or human services and three (3) years relevant Chemical Dependency counseling work experience is required.
2. Must have strong intervention ability.
3. Must have knowledge and experience working with dually diagnosed clients.
Certifications, Licenses, Registrations

1. LSW, LPC, or Chemical Dependency Licensure.
2. Valid Ohio driver’s license with less than six points and proof of automobile insurance, adhering to the minimum requirements of Ohio’s Financial Responsibility Act.
3. CPR certification plus First Aid and non-violent physical crisis intervention training (within 60 days of hire).

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge of agency policies, procedures, goals and objectives with a willingness to respect, understand and promote the mission, values and goals of the agency.
2. Developed knowledge of current office procedures, methods and equipment.
3. Ability to manage a fast-paced office in an effective and creative manner.
4. Ability to carry out complex oral and written instructions.
5. Ability to perform duties with a high degree of initiative and independent judgment.
6. Ability to work on multiple projects simultaneously; highly organized.
7. Effective verbal and written communication skills; high level of professionalism.
8. Ability to work with and maintain sensitive and confidential client records.
9. Ability to take initiative and work independently in a cooperative environment.
10. Computer skills; word processing, database and spreadsheet software capabilities.

PREFERRED QUALIFICATIONS

Master’s degree in social work, counseling or other social service discipline.

PHYSICAL DEMANDS

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents, operate standard business office equipment and motor vehicle, with an ability to work effectively in a multi-tasking environment. Duties are performed in a multi-story facility without mechanical lifts, and within the community.

WORKING CONDITIONS

Work performed in a general office environment and at client homes in Cuyahoga County. Hours of work may exceed normal business hours; ability to work non-traditional work hours. Availability for on-call emergency service during non-scheduled hours.

To learn more about FrontLine Service check out the website: www.frontlineservice.org

Send resumes to: careers@frontlineservice.org or fax to 216.861.7072