

# Job Description - Addiction Counsellor – Certified

## Includes Co-Dependent, Stage 2

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**Date Reviewed/Revised:** June 2023

**Reports To:** Director of Co-Dependent Program and Stage Two Program

### **Summary:**

The Addiction Counsellor will counsel and advise individuals with alcohol, tobacco, drug dependency, or co-dependency. In delivering these services, the Addiction Counsellor utilizes a client centred approach. The caseload of the Addiction Counselor tends to be varied, complex, demanding and may be crisis oriented.

### **Core Competencies:**

- Presents a positive and professional image at all times.
- Good time management and quality orientation
- High level of discretion and confidentiality
- Self-motivated, self reliant and flexible
- Good problem solving, sound judgement and decision making.
- Accountability, dependability, ethical
- Good communication skills
- Energy
- Enforcing Rules and Regulations
- Mediating and Negotiating
- Coaching and Mentoring
- Teamwork
- Trauma Focus

### **Job Duties:**

- Apply knowledge of the symptoms of overdose/withdrawal of various substances including, alcohol, cannabis and cocaine, and being prepared to assist the person in seeking medical attention.
- Work with clients to adapt the treatment plans at Westover.
- Identify the most appropriate of available treatment modalities.
- Adapt treatment modalities to the client's individual characteristics and needs.
- Explore all available resources in maximizing the most effective plan for the client.
- Utilize an interdisciplinary approach to treatment where appropriate.
- Provide ongoing evaluation and revision of client's progress/goals.
- Provide a range of counseling/education services, i.e., individual, group, family.
- May provide relapse prevention services.
- Provide phone support to clients after treatment if requested.

- Provide crisis intervention services.
- Assist with the planning and implementation of program enhancements.
- Create and maintain client records in a confidential and professional manner.
- Record case notes and produce client-related documentation according to accepted practices and policies.
- Maintain confidential client files according to Westover Treatment Centre policies.
- Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- Intervene as advocate for clients to resolve emergency problems in crisis situations.
- Complete and maintain accurate records and reports regarding the patients' histories and progress, services provided, and other required information.
- Support the Admissions process specifically regarding Co-Dependency and Stage 2.
- Facilitate sessions in the Stage Two and Co-Dependency Programs.

### **Requirements:**

- Certified Alcohol & Drug Counselor (C.C.A.C and/or I.C.A.D.C.) or related certificate.
- A sound knowledge of various therapeutic addiction counseling theories and practices is required, in the areas of alcohol and drug issues and/or co-dependency, treatment planning, counseling, education, documentation and professional and ethical standards.
- Ability to assist clients, family members or others with concern and empathy, respecting their confidentiality and privacy and communicating in a courteous, pleasant and respectful manner.
- Culturally sensitive.
- Sound knowledge of crisis intervention, anger diffusion, conflict intervention and resolution.
- Knowledge of the Mental Health Act, the Child and Family Services Act and adherence to ethical and professional standards of conduct is required.
- Able to effectively communicate both verbally and in writing.
- Proficient in various office based software including Word, Excel, e-mail and CATALYST
- Maintains current first aid certification.

### **Work Conditions:**

- Interacts with residents, family members, staff, and visitors.