

## JOB DESCRIPTION

### Project Renewal- In Homes Now Program

#### CASAC

##### Required Credentials

New York State Credentialed Alcoholism and Substance Abuse certificate (CASAC), or CASAC-eligible (all course work and work experience requirements satisfied; only the exams have yet to be taken). Must be able to provide CASAC number or proof of CASAC-eligible status.

##### Required Experience

Minimum three (3) years experience providing direct care to individuals with alcohol and substance abuse dependence; experience with homeless and mentally ill adults. Computer Literacy: able to work with Microsoft Word and Excel programs.

##### Basic Job Functions

The counselor's responsibilities include, but are not limited to the following:

- ◆ Conduct substance abuse assessments and participates in the development of treatment plans.
- ◆ Provide motivational counseling to program participants.
- ◆ Facilitation of substance abuse education, relapse prevention, anger management and/or life skills groups.
- ◆ Documentation of all client contact in compliance with SAMSHA and Project Renewal regulations. Documentation completed in a timely fashion.
- ◆ Attend and participate in all staff and team meetings, and in-service training; case consultation with interdisciplinary staff.
- ◆ Completion of caseload reports to applicable reporting agencies.
- ◆ Case Management, as needed.

Please apply to:

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