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| JOB TITLE: | Certified Substance Abuse Counselor | STATUS: | REG/FT/E |
| REPORTS TO: | Alpha Acres Program Manager | SCHEDULE: | Typically 1:30-9:30pm, M-F 45 hrs/wk, some weekends |
| DEPT: | Programs - Alpha Acres | REVISED: | 2/28/19 |

Winston-Salem Rescue Mission (WSRM) is a Christian, non-denominational service ministry, meeting the physical, emotional, and spiritual needs of hurting people in the Triad area so that we might proclaim the gospel of Jesus Christ and bring glory to God. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

Provide integrated evidence-based, Biblical counseling to residents in order to facilitate growth and development towards a healthy, addiction-free lifestyle. Foster an integrated approach to address the biopsychosocial and spiritual needs of residents.

DUTIES AND RESPONSIBILITIES:

- Screen referrals, conduct comprehensive intakes and orientation of new residents.
- Identify and assess resident needs and goals to develop a treatment plan.
- Consult with other WSRM staff to ensure treatment plan is relevant and comprehensive. Submit all individual treatment plans to Alpha Acres Program Manager for review and LCAS approval.
- Meet with residents and provide integrated, Biblically-based counsel/guidance to facilitate growth, help guide in making decisions, teach problem solving skills, encourage the turning away from destructive behaviors, navigating change, and increase the resident's competence and autonomy.
- Maintain current and complete case notes and records for each resident on your case load.
- Teach assigned classes/groups aimed at providing information and support to better equip and encourage each resident's growth and development. Examples include: Learning center, anger management, discipleship, relapse prevention, life skills, chapel and devotions.
- Work with residents to schedule internal and external meetings and appointments.
- Monitor medication to ensure it is taken in accordance with WSRM policies and procedures.
- Respond to and diffuse situations before escalation; handle disputes and altercations appropriately in accordance with WSRM policies and procedures.
- Document incidents and write-ups in an accurate and timely manner. Submit reports promptly to Alpha Acres Program Manager.
- Facilitate compliance with WSRM policies:
 - Provide drug/alcohol testing, including collecting samples for urinalysis, and administering breathalyzer tests.
 - Monitor other areas related with a recovery community environment.
- Meet weekly with program team to discuss residents in order to provide the most comprehensive service available. Attend and participate in case conferences as requested.
- Network with related service providers within community to access needed services for residents.
- Attend staff meetings. Interface with program staff as needed; regularly meet with supervisor.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE:

- Bachelor's degree (minimum) in human services, biblical counseling or related field required.
- Certified Substance Abuse Counseling (CSAC) intern or full certification required.
- Minimum one-year substance abuse/addiction counseling experience preferred.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Mature Christian, able and willing to model servant-leadership.
- Active member of the body of Christ; good familiarity with the Bible.
- Able to work with people in varied circumstances related to homelessness, including addiction and mental illness. Ability to treat individuals with dignity and respect in all situations.
- Good written, verbal and instructional communication skills.
- Strong interpersonal skills, able to listen and guide/counsel according to Biblical principles and individual resident needs.
- Considerable knowledge of recovery, addiction, and mental illness.
- Thorough, systematic and organized with regard to security and protocol.
- Good assessment skills, able to collaborate and resolve resident issues.
- Strong resource acquisition and coordination abilities.
- Honest, perceptive, adaptive, objective, and trustworthy.
- Organization with regard to people, things, and information, including excellent time management skills.
- Computer literate - proficient in Microsoft Word, and internet.
- Willing to be CPR certified.
- Valid North Carolina driver's license; driving record acceptable to WSRM insurance carrier.

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

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| Standing: | Occasionally | Lifting: | Occasionally, up to 50 lbs. |
| Climbing: | Occasionally | Walking: | Frequently |

- The majority of this position requires work indoors, with a displaced and low-SES population.
- May require occasional travel, the majority of which is within the Triad area.
- In good physical health, able to climb stairs numerous times per shift.

EQUIPMENT/TOOLS USED:

- Computer – Internet
- Phone
- Drug Test Kit
- Breathalyzer

Employee Signature

Date