



## Job Description

<b>Job Title:</b>	Credentialed Alcoholism and Substance Abuse Counselor	<b>Employee Name:</b>	TBD (2 positions to fill)
<b>Department:</b>	MHC	<b>FLSA Status:</b>	Non-exempt
<b>Reports To (Name/Title):</b>	TBD	<b>Position Type:</b>	Full-time
<b>Weekly Hours:</b>	30 hours per week	<b>Proposed Pay:</b>	\$50 - \$60k annualized (hourly pay)
<b>Location:</b>	1955 McDonald	<b>Prepared By:</b>	Janet Abed
<b>Prepared Date:</b>		<b>Last Updated Date:</b>	12/16/2025

### Position Summary

We are seeking a compassionate and dedicated Credentialed Alcoholism and Substance Abuse Counselor (CASAC) to join our team at our outpatient treatment center. The CASAC will work directly with individuals struggling with substance use disorders to provide assessment, counseling, and treatment services in a supportive, client-centered environment. The ideal candidate must have experience in addiction counseling and be committed to helping individuals achieve and maintain recovery. This role requires strong communication, assessment, and treatment planning skills, as well as a deep understanding of the challenges faced by individuals in recovery. The role will also include administrative tasks related to infrastructure and helping to develop this new OASAS program.

### Key Responsibilities:

- Client Assessment & Intake:**
  - Conduct initial assessments and intake interviews with new clients to determine the severity of their substance use disorder and mental health needs.
  - Develop individualized treatment plans based on assessment results, client needs, and treatment goals.
  - Regularly review and update treatment plans to ensure they remain aligned with clients' progress and evolving needs.
- Individual and Group Counseling:**
  - Provide individual counseling sessions to clients to address substance use issues, co-occurring mental health conditions, and recovery goals.
  - Lead and facilitate group therapy sessions, incorporating evidence-based practices such as Cognitive Behavioral Therapy (CBT), Motivational Interviewing (MI), and other appropriate modalities.
  - Provide ongoing support and encouragement to clients as they work toward recovery, fostering a therapeutic and non-judgmental environment.
- Case Management & Support:**
  - Assist clients in identifying and addressing social, psychological, and environmental factors that may affect their recovery.
  - Provide referrals to additional services, including mental health treatment, medical care and vocational support, as needed.
  - Coordinate with other healthcare providers, community agencies, and support systems to ensure comprehensive, integrated care for clients.
- Documentation & Record Keeping:**
  - Maintain accurate, up-to-date clinical documentation, including intake assessments, progress notes, treatment plans, and discharge summaries.



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- Ensure that all documentation is compliant with legal, ethical, and regulatory standards.
- Track client progress and make adjustments to treatment plans as necessary.
- **Recovery Support & Education:**
  - Provide psychoeducation to clients and their families about the nature of substance use disorders, treatment options, and the recovery process.
  - Educate clients about relapse prevention strategies, coping skills, and self-care techniques to maintain long-term sobriety.
  - Facilitate discussions on addiction, recovery, and related topics to promote awareness and healthy coping mechanisms.
- **Collaboration & Teamwork:**
  - Work closely with other team members, including counselors, social workers, case managers, and medical staff, to ensure comprehensive treatment planning and continuity of care.
  - Participate in regular clinical meetings and case reviews to discuss client progress, treatment challenges, and best practices.

### Job Requirements:

- **Education & Experience:**
  - High School diploma or equivalent required; Bachelor's degree in social work, psychology, or related field preferred.
  - Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certification from an accredited organization.
  - Minimum of 3+ years of experience working with individuals with substance use disorders, preferably in an outpatient treatment setting.
  - Knowledge and experience in working with co-occurring mental health disorders required.
  - Experience with the Orthodox Jewish population required.
- **Skills & Abilities:**
  - Strong interpersonal and communication skills, with the ability to build rapport and establish trust with clients.
  - Knowledge of evidence-based addiction treatment approaches and therapeutic modalities.
  - Ability to facilitate both individual and group counseling sessions.
  - Strong organizational skills and attention to detail, particularly regarding documentation and record-keeping.
  - Ability to work effectively within a multidisciplinary team and collaborate with other service providers.
  - Compassionate, empathetic, and non-judgmental approach to working with individuals struggling with addiction.
  - A commitment to ongoing professional development and staying current on addiction treatment best practices.
  - Strong ethical standards, with a focus on confidentiality and client-centered care.
  - Ability to manage challenging situations and handle crisis interventions in a calm and effective manner.



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- **Licensing & Certification:**

- Valid CASAC certification (Credentialed Alcoholism and Substance Abuse Counselor).
- Knowledge of applicable local, state, and federal regulations regarding substance abuse treatment or willingness to learn these regulations.
- CPR and First Aid certification (or willingness to obtain within a reasonable time frame).

Director Signature:	
Employee Signature:	
HR Signature:	

To apply, please submit a resume and cover letter to [hr@sbhonline.org](mailto:hr@sbhonline.org) with job title in the subject line.