# Job Description

**Employee Category:** Outpatient Counselor
**Hours of Operation:** Monday-Friday (as needed)
**Status:** Exempt
**Report to:** Director of Outpatient Clinical Services
**General Duties:** The Outpatient Counselor provides comprehensive substance use services to those individuals who suffer from addiction in the community, to help them better cope with any emotional or behavioral issues they may be facing. The outpatient counselor is vital in keeping with and furthering the organization's mission, vision, and client-centered service objectives.

**KEY RESPONSIBILITIES**

- Facilitation of individual counseling sessions, group therapy and psychoeducational groups in an outpatient setting in accordance with agency, Texas Administrative Code, CARF, and ASAM guidelines.
- Development of timely treatment plans, treatment plan reviews, and discharge plans.
- Continuous assessment of clients for clinical progress, regression, and transition planning.
- Collaboration with team members, management, and other departments to ensure seamless client services.
- Participation in scheduled staff meetings, staffings, audits, and trainings to build and share clinical skills and resources.

**KEY PERFORMANCE INDICATORS**

- Engagement in effective caseload management that may vary contingent upon business needs and contractual expectations.
- Documentation of any services rendered within 24 hours of services provided.
- Engagement of clients in services using agency and regulatory agencies approved methods.
- Timely verbal and/or oral communication with appropriate referral sources regarding clinical impressions and recommendations.
- Assurance of clinical chart completion to include discharge summary within 10 days of client discharging from the program.

**SKILLS AND ABILITIES REQUIRED:**

- Fluent in Microsoft Word, Excel, and EMR Systems & Databases.
- Strong attention to detail and accuracy in medication verification and documentation.
- Ability to maintain confidentiality and always uphold professional boundaries.
- Strong organizational skills and ability to manage time in a fast-paced environment.
- Observe, assess, and report changes in client condition appropriately.

**REQUIREMENTS:**

- A Degree in Social Science or Education
- A current LCDC- CI, LCDC, LPC, LPC-A or LCSW license.
- Must pass a pre-employment background check and drug screening.
- Able to type a minimum of 35 WPM.