



**JOB TITLE:** Substance Use Counselor

**SCOPE:** Full-Time/Exempt

**SUPERVISION:** Reports to Behavioral Health Director

**ORGANIZATION SPOTLIGHT:**

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

**WHAT WE ARE LOOKING FOR:**

We are seeking a Substance Use Counselor to provide clinical services to our clients and their family members, with the focus to improve their health and wellness through substance use recovery. This individual will possess a MO Associate Alcohol Drug Counselor II (MAADC) or Reciprocal Advanced Alcohol and Drug Counselor (CRAADC) certification and work closely with the social services coordinators in each of our housing programs. The Substance Use Counselor must be able to work independently and pass a background check, drug test, and have reliable transportation.

**WHAT YOU RECEIVE:** The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

**MAJOR DUTIES AND RESPONSIBILITIES**

- Plan and provide individual and group counseling sessions regularly focusing on addiction, recovery, emotional health, and life adjustments
- Must be proficient in evidence-based practices for substance use and mental health disorders
- Timely respond to internal client referrals, conduct outreach calls as needed, and program intakes
- Document treatment and discharge plans, and client progress and responses to treatment
- Create and enter case notes for all client interactions/services and other data into DOORWAYS database

**WORKING CONDITIONS**

- Typical working hours are Monday- Friday 8:30-5:00.
- Local travel is required for this position to meet with participants during home visits, attend meetings at various DOORWAYS and partner properties, and to attend community meetings (mileage reimbursement included).



### **QUALIFICATIONS**

- Bachelor's degree or Master's degree (preferred) in counseling, social work, or similar field is required.
- Must hold a recognized certification within the field of addiction as a MAADC or CRAADC
- Experience in leading individual and group counseling is preferred
- Proficient knowledge of Microsoft Office software, such as Excel, Word and Outlook.
- This position is highly independent. Substance Use Counselor must be comfortable working with individuals and groups independently without other support staff present.
- Experience working with the HIV, homeless, or LGBTQIA+ community is preferred.
- An influenza vaccine is required annually.

### **SPECIFIC REQUIREMENTS**

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must be able to work well as a team member and be a self-starter who is able to work independently.
- Must have a positive attitude with cultural competence and work well with diverse populations.
- Ability to maintain strict confidentiality and build professional relationships with clients.

### **PHYSICAL REQUIREMENTS**

The Substance Use Counselor will do a large part of his/her work sitting and/or at a computer and must be able to spend extended periods of time typing and reading at a computer, as well as working face-to-face with clients.

This job description in no way states or implies that these are the only duties the Substance Use Counselor will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age disability status or national origin.

### ***ACKNOWLEDGMENT***

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Substance Use Counselor and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

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Date

Signature