



Evening Primary Counselor Job Description

Statement of Work: The Evening Primary Counselor is a full-time position to provide outpatient substance use disorder (SUD) treatment for women (particularly non-males, anyone comfortable in a space catering to women's needs). The position serves as the Primary Counselor for Phase I (four-week Intensive Outpatient) and Phase III (eight-week Aftercare) for evening treatment.

Supervision: The position reports to the Clinical Director and has no supervisory responsibilities for other staff members.

Responsibilities:

1. Provides the following components of the Intensive Outpatient treatment program: education and lecture, group therapy, urine screening, recreational therapy, crisis intervention, individual counseling, and group counseling based on the described curriculum.
2. Maintains complete records of the contact with consumers, activities, feedback, and treatment goals.
3. Maintains accurate and comprehensive charts in compliance with OhioMHAS and CARF Standards.
4. Coordinates with the Clinical Director and other staff to cultivate and maintain a referral network. Informs referral sources of treatment programming provided.
5. Participates in weekly clinical supervision team meetings.
6. Advocates on behalf of the clients.
7. Attends training to maintain licensure requirements and expanded programming.
8. Provides treatment via telehealth and has computer skills sufficient for the role.
9. Contributes to Quality Assurance one day every quarter.

Areas for Review:

To quantify the job performance, the areas for review include:

- 90% of Progress Notes are written and filed within 24 hours of the client contact
- 85% of Individual Treatment Plans are completed in an individual session by the second week of IOP
- 85% of Individual Treatment Plans are reviewed and revised by the second week of Aftercare
- Clients are scheduled for a minimum of nine individual therapy sessions throughout the treatment program or one session scheduled every other



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week through the client's enrollment in the treatment program.
90% of Discharge Summaries completed within thirty days of discharge
pending urine test results, completed post-test and program evaluation.

Minimum Requirements: The Counselor must be licensed as an LSW or LPC by the State of Ohio. A Master's degree in a related field is preferred. Employees must demonstrate agreement to abide by WRC policies and State and Federal mandates concerning the privacy and confidentiality of clients. The candidate must additionally pass a criminal background check and must pass a pre-employment drug screening.

About the Women's Recovery Center: WRC provides gender-specific treatment to women on the near West side of Cleveland. Women's Recovery Center's mission is to serve women and their families by providing comprehensive substance abuse treatment, prevention, and education programs that are client-centered, family-based, and recovery-focused. We are dedicated to addressing the needs of women affected by substance use disorder and trauma. Our team provides opportunities for women and their families to take control of their lives – physically, emotionally, and economically. We are on West 62nd and Storer Avenue, a mile south of Cleveland's great Gordon Square neighborhood. We have been *treating addiction, liberating lives* since 1986, and have a healthy path ahead with new leadership and a newly renovated space. Check us out at www.womensctr.org.

Women's Recovery Center offers competitive salary and benefits. Women's Recovery Center is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees. Additionally, employees may qualify for student loan forgiveness through Substance Use Disorder Professional Loan Repayment Program (SUDLRP).

Please email your resume to the Clinical Director,
Pam Bouyer at empower@womensctr.org.