



PLAQUEMINES COMMUNITY C.A.R.E. CENTERS FOUNDATION, INC.

115. Keating Drive
BELLE CHASSE, LA 70037
504-393-5750 PH 504-393-5760 FAX
WWW.PCCCF.ORG

Position Description

Position: Licensed Addiction Counselor

Salary Range - \$48,000 -\$65,000

Credentials and Experience

This position requires a valid license to practice addiction counseling in Louisiana. The candidate must possess excellent judgement and decision-making, along with basic analytical skills. At least one year of experience in working with substance abuse is preferred. Candidate must possess subject matter expertise in addictive disorder treatment, in addition to evidence-based treatment therapies. Candidate must be able to work with diverse populations with various socio-economic backgrounds. Candidate must be able to work independently, set priorities, and maintain complete confidentiality. Reliable transportation is required. Basic computer skills are needed to write reports, letters, etc.

Job Expectations

1. Provide quality counseling services to clients; including children, adolescents, and adults utilizing diverse treatment modalities and evidence-based practices for persons with addictive disorders, as well as to clients with other diagnoses seeking services.
2. Provide addictive disorder treatment consultation to team members as needed.
3. Assist in development of education programs for addictive disorder treatment and participate in the delivery of training and education for addictive disorder treatment.
4. Travel to satellite locations in southern Plaquemines Parish and/or the Eastbank of Plaquemines Parish, one to two days per week, and work at least one evening per week, to provide counseling services and/or psychoeducational instruction.
5. Utilize community resources to refer clients for other/additional services, if the need arises.
6. Lead and facilitate the Domestic Violence Perpetrators Group.
7. Work with community agencies, including, but not limited to, the 25th Judicial Court System, the DA's Office, the Sheriff's Office, and the school system.
8. Consistently meet direct productivity hours as set by the organization.
9. Maintain updated clinical record on all clients in accordance with electronic health record standards set by the organization and submit records for Case Reviews and Chart Reviews.
10. Perform regular audits of clinical records to insure quality of care, regulatory compliance, and accurate documentation of services rendered to clients.
11. Complete and submit all required clinical, statistical, and financial reports on time.
12. Utilize professional judgment concerning ethical issues and organization funding sources.
13. Maintain a professional demeanor with regards to dependability, punctuality and attendance, personal appearance, maintenance of work area, and rapport with clients, organization staff, and other professionals.
14. Participate in training and conferences to enhance professional growth.
15. Perform other duties, as assigned by direct supervisor or Executive Director.

Expected Results

1. Demonstrate overall positive client outcomes.
2. Provide clinical services in accordance with applicable funding source requirements.
3. Meet all financial, statistical, and other reporting requirements of the organization and funding sources.
4. Demonstrate professional growth.
5. Help maintain a positive organization presence in the community and a positive atmosphere in the clinic.
6. Respect all coworkers, clients, family members, and community members.

Please forward cover letter and resume to employment@pcccf.org.