



SUD Counselor

Salary Non-Exempt

\$50,000 to \$55,000

Reports to

Program Director

Date

November 6, 2025

Job Description

Job Summary:

To plan, advocate, manage and coordinate treatment and recovery services between the clinical and court teams. Delivers Substance Use Disorder treatment and support services to clients.

Essential functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Facilitate group therapy sessions
- Facilitate individual counseling sessions
- Create treatment plans that incorporate both client-directed goals and program requirements mandated by referral sources
- Record and track client progress on treatment plan objectives and prepare status reports when requested by referral sources
- Observe and collect urine drug tests
- Coordinates with clinical team and courts to communicate risks and needs of clients being served and how those are being met.
- Attends weekly clinical staffing to stay informed of the challenges and successes of the clients.
- Verifies Return to Court list with the docket each day and send the next week's RTC list to clinical staff at the end of each week.
- Monitors weekly treatment notes submitted by clinical staff to court via court reporting systems and ensures reports are accurate and submitted in a timely manner.
- Upload client ASAM and service plans to court reporting systems
- Attends pre-court staffing, shares clinical recommendations and opinions of the clinical staff

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- Attends court during assigned court sessions.
- Communicates results of screenings and assessments to court team as needed for the purpose of program entry and takes notes in an electronic system
- Communicates court recommendations to Emergence staff
- Schedules assessments and other treatment services, as needed.
- Reports client noncompliance to the court team and ensures clients return to court to address noncompliance.
- Collaborate with other professionals, including clinicians, peer support specialists, and community partners, to ensure clients receive comprehensive support
- Protect confidentiality, as per HIPAA, 42 CFR Part 2, and Oregon Administrative Rules
- Deliver all services in a culturally responsive, trauma-informed manner
- Address antisocial thinking and tactics to avoid accountability when appropriate
- Maintain high fidelity of all evidence-based curriculums and interventions
- Adhere to MHACBO Behavioral Health Code of Conduct at all times
- Mandatory Reporting: Proper and immediate reporting of any suspected abuse or neglect of any vulnerable population such as children, the elderly, or physically or developmentally disabled persons
- Perform all duties as assigned within scope of practice

Competencies:

- Ability to communicate professionally and respectfully with the court team.
- Knowledge of court proceedings and appropriate language.
- Knowledge of and adherence to client confidentiality rights.
- Ability to work effectively with individuals from diverse socioeconomic and cultural backgrounds
- Understands confidentiality rules and regulations
- Protects the individual's rights to confidentiality in the preparation and handling of records in communications with the court team.
- Demonstrates a knowledge of ethics and boundaries
- Adheres to Federal, State rules, agency and professional Codes of Ethics
- Respects the individual's rights and responsibilities
- Maintains appropriate professional boundaries with clients
- Demonstrates appropriate interpersonal relationships with co-workers, supervisory and referral sources
- Ability to frame difficulties as learning opportunities and structure learning opportunities to help the individual be successful in the program
- Ability to administer and interpret screening tests and diagnostic tools required by the agency.
- Demonstrate a knowledge of ethics and boundaries
- Teach and role-model the value of every individual's recovery experience
- Ability to work effectively with individuals from diverse socioeconomic and cultural backgrounds
- Model effective coping techniques and self-help strategies
- Assist clients in developing empowerment skills and combating stigma through self-advocacy.
- Utilize Motivational Interviewing techniques as appropriate to establish a helping relationship characterized by a genuine respect for the person and the individual's frame of reference to facilitate the person's engagement in the treatment and recovery process. Individual counseling is highly individualized and intended to meet the person's specific characteristics and needs

- Work with the individual to establish realistic, achievable and measurable/observable goals consistent with achieving and maintaining recovery outcomes
- Promote knowledge, skills and attitudes that contribute to a positive change in behaviors that support recovery and growth. This may involve providing education, recognizing and building on the person's strengths, utilizing motivational interviewing techniques together with case management techniques and appropriate supports and referrals
- Work with the person to recognize and discourage all behaviors inconsistent with progress toward intended outcomes utilizing cognitive, behavioral and motivational techniques as appropriate. The Counselor will also seek to encourage and reinforce behavior determined to be beneficial in progressing toward treatment outcomes. The Counselor will make constructive therapeutic responses when the individual's behavior conflicts with stated recovery goals
- Facilitate the development of basic and life skills associated with recovery. Life skills may include maintaining a home, employment, communication and living a pro-social life, all of which may directly impact treatment outcome
- Adapt counseling strategies to the individual's characteristics which include race, culture, gender, sexual orientation, age, health status, and/or other protected classes
- Apply crisis prevention and case management skills. After careful assessment, the Counselor will utilize supervision as appropriate
- Monitor the individual's account and make referrals and appropriately update contacts for insurance authorization, as needed
- Track any changes in the person's financial status to avoid the individual being in arrears in his/her agreed upon payment status
- Protect the individual's rights to confidentiality in the preparation and handling of records
- Prepare accurate and concise screening, Entry and assessment and state-required data collection reports within 7 days of delivering the service or obtaining the information
- Accurately document issues identified in the assessment and carried through to the statement of need list, individual service and support plans and service notes
- Record presence and progress, which includes group and 1:1 service notes, in relation to intended outcomes of treatment, within 24 hours of service delivery
- Prepare continuing care/recovery/ wellness plan at time-of-service conclusion /discharge appointment and complete concise service conclusion summaries within 7 days of service delivery. Complete the Oregon Health Authority (OHA) Measures and Outcomes Tracking System reporting form
- Record billable services as per EMERGENCE requirements
- Adherence to ethical boundary guidelines between client and Counselor
- Understanding the difference between the role of the professional Counselor and that of a peer Counselor or sponsor
- Knowing confidentiality rules and regulations
- Using therapeutic practices within the scope of one's education and expertise
- Recognize the importance of individual differences that influence the person's behavior and apply the understanding of the implication of these differences to clinical practice by:
 - Assessing and interpreting culturally specific individual behaviors and lifestyles
 - Conveying respect for cultural and lifestyle diversity in the therapeutic process
 - Adapting therapeutic strategies to individual needs

Supervisory responsibilities:

N/A

Work Environment:

- Work will be performed indoors or outside
- Weekend and evening hours may be required
- Work may be performed in the office, at the drug court; parole and probation; jail; in client group; in community-based outpatient settings; or in community agencies
- Work areas are often noisy, irregular and unpredictable, and can be stressful at times
- Participants demonstrate varying levels of recovery and symptoms

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Travel required:

- Occasional driving to other agency locations
- Occasional driving to perform errands consistent with job duties
- May be required to travel for training purposes

Required education and experience:

- High school diploma or equivalent
- CADC-I or CADC-II or willingness and ability to obtain within two years of hire

Preferred education and experience:

- Bachelor's or Associate's degree preferred or be in the process of obtaining degree. Professional experience may be considered a substitute for education
- Prior work history in a social service setting, with experience facilitating psycho-educational groups, and working with court-ordered clients is preferred
- Group management skills, knowledge of the dynamics of substance use disorder
- Crisis intervention skills and firm knowledge of reporting laws preferred

Additional eligibility requirements:

- Must receive clearance from Department of Human Services, Oregon Criminal History & Abuse Records Database System.
- Must be able to successfully pass a urine drug test.

Work authorization/security clearance requirements:

Must be authorized to work in the United States

Emergence is an equal opportunity employer committed to fostering, cultivating and preserving a culture of diversity, inclusion and belonging.

Other duties:

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Chris Wig, Executive Director

Date

Charlie Vermilyea, Human Resources Director

Date

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____