

New England Aftercare Ministries

Job Title:	Admissions Counselor
Department/Group:	Report to Clinical Supervisor
Location:	18 Summit St Framingham MA
Compensation:	TBD upon hire
Position Type:	Intake and Referral Counseling, Admissions Management Full Time

Job Description

Schedule:

Admission duties

- Responsible for incoming referrals and scheduling intakes.
- Proper documentation of all referrals, telephone and periodic (in-person site visit) interviewing, and acceptance of those applicants who meet clinical criteria.
- Maintaining documentation of all clinical services provided from interview to managing intake documents (including medical records).
- Developing and maintaining relationships with Counseling and Transitional Support Service agencies (CSS/TSS), County Jails, Probation Departments, Drug Courts and other sources making referrals into the program. Along with Acute Treatment, Behavioral Services, Sober Housing and other referral service agencies needed for client in our program.
- Keep the houses full of over 30 qualified residents
- Prepare charts for new residents
- Conduct Intake with new residents upon arrival, providing welcome kits and include intake paperwork, program overview and expectations, and counselor assignments
- Enter all intakes and discharges into the electronic tracking system of BSAS (ESM/EIM)
- Oversee referrals for residents leaving the program - facilitating referrals for residents to access appropriate levels of care when needed
- Participate in ongoing assessment regarding accepted client engagement and progress and address concerns, challenges, behavioral issues on an ongoing basis.
- Attend supervision weekly to discuss questions, concerns and updates on clients and referrals.
- Attend weekly clinical meeting with all clinical staff.
- Facilitate referrals for clients to access appropriate levels of care when needed.
- Attend educational trainings required to obtain (when needed) and/or otherwise maintain professional licensures along with CPR and NARCAN and 42cfr certifications.

Counselor duties

- Meet weekly with each assigned resident of up to 3 for individual counseling. Follow prescribed documentation of each meeting in the client's chart.
- Conduct one group each week for all assigned clients and up to 2 additional groups. Provide documentation of the group topic and individual participation notes in the prescribed format in each client's chart.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Strong interpersonal and client interviewing skills. Ability to use a computer to complete reporting requirements and data entry functions. A BA in psychology, social work or related field. May be substituted by experience.

Preferred: LADC/CADC or in process of acquiring

Preferred experience of 1 year in counseling or related field.

PREFERRED SKILLS

Successful candidate will demonstrate a wiliness to learn to utilize MI, CBT and RPT as evidence-based approaches. Must be a team player, care about others, compassionate, have a strong work ethic with the ability to work independently and personable.

DESCRIPTION

THE BRIDGE HOUSE EXISTS AS A NON-PROFIT HALFWAY HOUSE, LICENSED BY THE COMMONWEALTH OF MASSACHUSETTS TO TREAT ADULT MEN OVER 18 YEARS OF AGE WHO HAVE SUBSTANCE ABUSE ISSUES. AS PART OF THE PROGRAM'S TREATMENT PROTOCOL, EDUCATION ABOUT ADDICTION, RELAPSE, PREVENTION AND HEALTHY LIFESTYLE PRINCIPLES ARE PROVIDED ALONG WITH REFERRALS TO A MULTITUDE OF COMMUNITY RESOURCES TO ENCOURAGE LONG TERM SOBRIETY.