

	<b>Job Title:</b>	<b>Certified Alcohol and Substance Abuse Counselor (CASAC)</b>
	<b>Classification:</b>	<b>Exempt</b>
	<b>Original Effective Date:</b>	<b>08/01/2023</b>
	<b>Revision Dates:</b>	
	<b>Job Code:</b>	<b># BH166.NY</b>

- I. **SUMMARY/OBJECTIVE:** Provide excellent and quality substance use counseling to patients in the assigned work facility in accordance with the Company's policies and procedures.
- II. **REPORTS TO:** Director of Substance Use Disorders, Behavioral Health Supervisor and, administratively, to the Health Services Administrator.
- III. **SUPERVISES:** Not applicable.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
  - i. Bachelor or Master's degree in Social Work, Psychology, or other related Human Services field, with a concentration in drug and alcohol course work.
  - ii. Drug and Alcohol license or certification in the state where the facility is located is preferred however, license or certification eligible individuals will be considered.
- V. **COMPETENCY REQUIREMENTS:**
  - i. Effective communication skills, both written and verbal.
  - ii. Knowledge and skills related to evidence-based treatment modalities and cultural competency and care.
  - iii. Ability to collaborate effectively as part of an interdisciplinary team.
  - iv. Ability to use an electronic medical record.
- VI. **DUTIES AND RESPONSIBILITIES (\* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

- i. \* Responsible for the clinical monitoring, coordination, and implementation of the behavioral health program in accordance with Company policies and procedures.
- ii. \* Serve as the liaison between medical and facility staff as it pertains to Medication Assisted Treatment (MAT).
- iii. \* Engage patient in therapeutic interventions with the goal of addressing substance use related concerns.
- iv. \* Facilitate group and individual sessions with patients in the MAT program.
- v. \* Actively assist with the detection and prevention of patient suicide.
- vi. \* Document all patient encounters in a timely manner utilizing the SOAPE note format.
- vii. \* Assist and/or collaborate with facility staff regarding discharge planning for patients in the MAT program, where applicable.
- viii. Facilitate/participate in interdisciplinary team meetings and/or case consultations with staff across disciplines.
- ix. Participate as a member of the Quality Assurance Committee and any sub-committees. Assist in the establishment of Quality Assurance standards and audit criteria.
- x. Serve as a member of various committees within the medical unit and facility as necessary.
- xi. Develop and conduct annual training for staff.
- xii. Maintain confidentiality at all times.
- xiii. Perform all other duties as assigned or delegated by management.

## **VII. POSITION REQUIREMENTS:**

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. \* Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- ii. \* Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iii. \* Flexibility in work schedule is required as is temporary flexibility in work location(s).
- iv. Prolonged periods of standing and/or walking.
- v. Prolonged periods of sitting at a desk and working at a computer.

VIII. **EMPLOYER'S RIGHTS:** This job description is not a contract for employment and either you or Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

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Employee's Printed Name

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Employee's Signature

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Date