**OSLC/OSLC Developments, Inc.**

**10 Shelton McMurphey Blvd.**

**Eugene, Oregon 97401**

Name:

Job Grade:

Supervisor:

Date of Hire:

Rate:

Hours:

For office use only

###### 1 Position Available

###### Position: Adolescent and Family Services (AFS) Counselor Date Posted: July 8, 2019

Date Closed: Until filled

***General Information***

Location: 10 Shelton McMurphey Boulevard, Eugene OR 97401 Department/Grant: **OSLC/ODI/CM+/AFS Clinic**

Hours: Hourly with benefits; 40 hours/week Job Grade: MH 9-11

Supervisor(s): Michael McCart and Ashli Sheidow

Rate: $18.16 - $22.00 per hour; based on education and experience

Schedule **X** Weekdays Weekends **X** Evenings **X** occasional hours exceeding FTE\* Other

***\*FTE (Full Time Equivalency)***

Position Status: **non-exempt**

***OSLC/ODI will verify the following:***

Driver License Required **X** Yes  No Criminal History **X** Yes No

Motor Vehicle Records Check **X** Yes  No Finger-printing if applicable. **X** Yes No

Confidentiality Agreement Required **X** Yes No Employment Verification **X** Yes No

Required to travel in-state or out of state **X** Yes No Education Verification **X** Yes No

***General Description Brief description of the job to be performed***

# Approximately 75% of the therapist’s time will be devoted to providing substance use assessment, education, and counseling services to identified students in the Bethel School District. The remaining 25% of the therapist’s time will be spent on CM+/AFS Clinic delivering an evidence-based treatment for adolescent substance use at ODI’s AFS Clinic. Adolescents and families receiving treatment at the AFS Clinic will be participants in a federally-funded randomized controlled trial (CM+). All applicants must feel comfortable working with youth (aged 12-18 years) and their parents.

##### Job Tasks

**Essential Job Tasks to be performed (with or without reasonable accommodation)**

* Follow standardized protocols for completing substance use clinical assessments.
* Follow standardized protocols for delivering cognitive-behavioral interventions to adolescents with substance use problems and their parents.
* Follow standardized protocols for delivering parenting interventions to parents of adolescents with substance use problems.
* Administer regular urine drug screens as part of treatment.
* Provide as needed case management services, such as connecting families with needed resources, etc.
* Develop comprehensive treatment plans.
* Provide regular treatment updates to referral sources as needed.
* Provide flexible weekday hours, including evenings, to accommodate families’ schedules.
* Attend initial training and weekly clinical supervision meetings.
* Provide clinical and financial record keeping and documentation for all clinical activities.
* Perform other related duties as required.
* Must have a Certified Alcohol and Drug Counselor Certificate or be willing to obtain one within the first year of employment.

## *General Requirements*

**Knowledge, skills, experience, education or training needed to perform job**

* Master’s degree with major coursework in Counseling, Marriage and Family, Clinical Psychology, Social Work, or a related mental health field and 2 years related experience.
* Experience with a behavioral approach to treatment required.
* Experience treating families required.
* Experience with the administrative components of treatment (case documentation) required.
* Valid driver’s license, reliable car, and adequate automobile liability insurance required.
* Must meet any required state certification or licensing criteria.
* Certified Alcohol and Drug Counselor (CADC) or equivalent preferred.
* Experience implementing evidence-based or protocol-driven treatment preferred.
* Demonstrated ability to work as part of a treatment team.

**Traits needed to perform job**

* Must be comfortable discussing sensitive topics regarding substance use, criminal activity, mental health functioning, exposure to traumatic experiences, and parenting.
* Must be flexible in working with a population that has a history of poor follow-through with appointments; persistence is key.
* Excellent interpersonal, communication, and organizational skills.
* Ability to attend to a high level of detail and multiple tasks on a day-to-day basis.
* Ability to take the initiative to accomplish project tasks as needed and to apply skills and knowledge to new applications.
* Ability to work in team environment, requiring participatory decision-making/cooperative interactions among employees.
* Ability to perform work with general direction on routine work and more detailed instruction on new assignments.
* Ability to receive direction from multiple supervisors and effectively prioritize tasks.
* Ability to work independently at times with minimal supervision.
* Ability to manage own workload.
* Ability to exercise judgment within generally defined practices and policies.
* Ability to be flexible in regard to work schedule.

#### Physical Demands

* Ability to interpret spoken and written communication in English.
* Ability to effectively communicate in English.
* Ability to visually observe and interpret data contained on written forms or in computer files.
* Ability to sit for periods of time (3-4 hours).
* Ability to type or otherwise input data into a computer.
* Ability to lift boxes and stacks of documents (10-30 pounds on an occasional basis).
* Ability to kneel to fill copier paper tray.

**Equipment, tools, machines used while performing job**

* Desktop computer and/or laptop computer
* Photocopier and printer
* Cell phone
* Occasional audio visual equipment and other equipment for performing study-related tasks

**Vehicles or moving equipment used while performing the job**

* Employee must comply with the OSLC/ODI Driving Policy, including:
* Employee must have valid Driver License.
* Employee must provide current Declaration page showing the employee’s current insurance policy and coverage. Policy must carry liability insurance of no less than $300,000 combined single limit or $300,000 personal injury and $100,000 property damage limits.
* Employee must have and maintain a driving record that is within the parameters set by OSLC/ODI’s current liability insurance carrier.
* Employee will use own personal transportation for local travel.

**Standard Expectations for person performing the job.**

* Must be able to pass a background check to maintain position.
* After completion of training period, employee must be able to keep up with the average time and accuracy allowed for client contacts. These standards will be discussed during the training period.
* Must be able to work a variety of hours during the weekdays to accommodate families’ schedules.
* Exercise good judgment, effective problem solving, and appropriate interpersonal skills in various settings.
* Demonstrate responsibility, professionalism, and dependability in daily work habits.
* Produce quality work and follow through in completing tasks and meeting deadlines.

**Supervision of other Workers, if any, person performing the job will supervise.**

N/A

## *Working Conditions*

**Environmental Description of working conditions**

* Office environment

**Products, materials, or chemicals the person performing the job will be exposed to**

N/A

**Application Requirements**

This job description covers some, but not necessarily all, tasks, requirements, working conditions and physical demands of the position described. It is difficult if not impossible to anticipate and describe every aspect of a particular job over the duration of that job. OSLC/OSLC Developments, Inc. reserves the right to revise this job description or assign additional or different duties and responsibilities to the person performing this job as it deems necessary to ensure efficient operation of the center.

**Starting Date: ASAP**

**Applications:** Complete the electronic job application on-line at <https://www.oslc.org/careers>**. Please also include a cover letter and resume.** Only those applicants who complete all parts of the application process will be considered.

ODI is an EEO/AA Employer. OSLC/ODI is an “at will” employer.

Past or current participation in OSLC/ODI research, or the participation of your family or others with a close personal relationship with you, could affect your eligibility for certain jobs at OSLC/ODI.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.