



## SUBSTANCE USE COUNSELOR JOB DESCRIPTION

**DESCRIPTION:** The Substance Use Counselor is essential to the daily operations of Hafermann Counseling Collaborative as an Integrated Outpatient Behavioral Health Clinic. Reporting to the Behavioral Health Manager and/or Director depending on the need, the Substance Use Counselor is responsible for providing evidence-based substance use treatment to clients seeking care. Responsibilities in an outpatient position include assessment, treatment planning, ongoing individual and group therapy, case management, and related documentation. This position requires daily collaboration with other providers, including employees and contractors.

### QUALIFICATIONS:

- Associate's degree in substance use counseling, human services, psychology, social work, or a related program.
- Licensed, or eligible to apply for licensing in Wisconsin, as a Substance Abuse Counselor or Clinical Substance Abuse Counselor.
- Strong ethics and a high level of personal and professional integrity.
- Knowledge of federal and state legal guidelines surrounding substance use counseling and DHS 75.50.
- Exceptional interpersonal and communication skills.
- Excellent interviewing and assessment skills.
- Experience working with culturally diverse clients.
- Exceptional organizational skills with a high level of attention to detail.
- Ability to work independently and as part of a team.
- Experience with or ability to learn the Therapy Notes EHR system.
- Ability to maintain a high level of confidentiality.
- A pre-employment background check, including a caregiver background check and pre-employment drug testing, will be required for this position.

**RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Conducts intakes, assessments, individual, group, and family counseling, outreach, referrals, advocacy, follow-up care, and educational and preventive programming.

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- Gathers client information through interviews, case histories, and clinical observation; evaluates data to identify contributing factors and determine appropriate counseling approaches or referral needs.
- Develops individualized treatment and rehabilitation plans based on evidence-based knowledge of substance use disorders and effective counseling techniques.
- Facilitates individual and group counseling sessions in the outpatient clinic and completes all related documentation, including progress notes, treatment plans, ASAM assessments, staffing notes, aftercare plans, and discharge summaries.
- Arranges or provides therapeutic interventions for clients experiencing a crisis, including walk-ins, detoxification referrals, emergency evaluations, and telephone crisis encounters.
- Educates and supports family members to strengthen their ability to assist in the client's recovery process.
- Coordinates care with internal and external providers, including mental health professionals, medical staff, and community resources, to ensure comprehensive treatment.
- Maintains accurate and timely documentation of assessments, treatment plans, reviews, referrals, and discharge summaries in compliance with professional standards and agency, state, and federal guidelines.
- Bills all eligible services and submits claims as directed; ensures timely completion of state reporting and data collection requirements.
- Communicates with probation officers, community agencies, and post-treatment service providers as needed to support continuity of care.
- Performs additional duties as assigned in accordance with agency policies, statutory regulations, and overall clinic needs.

**PAY:** Compensation is commission-based, calculated as a percentage of insurance reimbursements and other fees collected for services rendered.

**LOCATION/HOURS:** This is a full-time, 40-hour-per-week, on-site position based at our primary location in Wisconsin Rapids, Wisconsin. This role is not eligible for remote work. Some flexibility in start and end times is available; however, evening hours will be required.

**HOW TO APPLY:** Interested candidates should submit a resume, three professional references, and a copy of their license via email to [janelleh@hafermanncc.com](mailto:janelleh@hafermanncc.com).

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