

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**

## **JOB DESCRIPTION**

**TITLE: MAT OUD/SUD COUNSELOR**  
**DEPARTMENT: HUMAN SERVICES**  
**SUPERVISOR: HUMAN SERVICES DIRECTOR**  
**CLASSIFICATION: FULL-TIME, EXEMPT**

### **POSITION SUMMARY:**

As part of the Medication Assisted Treatment (MAT) team and as part of Human Services, the Substance OUD/SUD Counselor provides individual and group counseling services to patients participating in MAT program. The SUD Counselor provides instruction to clients and to family members on theories and treatment of substance use disorders. The OUD/SUD Counselor functions as community liaison for LCTHC, participating in outreach and serves in the community coalitions and collaborative teams.

### **ESSENTIAL FUNCTIONS:**

- Assess, diagnose, and treat patients with substance use disorders.
- Ability to adhere to principles, procedures, techniques, trends, and literature of individual and group counseling.
- Ability to apply the American Society of Addiction Medicine (ASAM) criteria to assess for appropriate level of care (LOC).
- Knowledge of social aspects of psychological and emotional disturbances.
- Ability to integrate care of MAT patients with Behavioral Health and Primary Care Programs
- Provide crisis intervention as needed
- Work effectively with LCTHC Human Services recovery resource providers and agencies in the community to provide seamless continuum of care for LCTHC MAT patients.
- Work effectively with a multi-cultural client and family population with diverse backgrounds and needs.
- Coordinate with MAT team with intake, admission, treatment agreement, program adherence, and group and individual sessions.
- Conduct individual and group education with MAT participants.
- Participate directly in case reviews as needed.
- Provide information about the MAT program to individuals, the general public, and as outreach to community groups.
- Maintain compliance with all state and federal laws and regulations as they pertain to position, including; HIPAA, Scope of Practice, Accreditation Standards, OSHA and Agencies Policies and Procedures.
- Perform other duties as assigned by supervisor.

### **EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:**

- AA/AS or BS degree in a field related to Human Services/ OUD/SUD Treatment
- Possess and maintain certification as an Alcohol and Other Drug (AOD) Counselor issued by a certifying agency approved by the California Department of Health Care Services (i.e. CAADC/CATC II).
- 3 years or more experience counseling individuals with substance use challenges.
- Knowledge and training in substance use disorders and related issues and understanding of recovery models including harm reduction.
- Proficiency in Motivational Interviewing.
- Experience working with people of diverse backgrounds and ability to be culturally competent. Experience with and commitment to working with an underserved, low income community.
- Excellent interpersonal, verbal, and written communication skills.
- Competence with electronic medical records system.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with coworkers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date