

 Oroville Hospital Job Description for Addiction Counselor	Department:	Clinic Management
	Dept.#:	7083
	Last Updated:	10/13/14

Reports To

Clinic Manager

Job Summary

The Addiction Counselor provides consultation and counseling services to individuals and families experiencing addictions. Including the causes and effects of addictions, support for families dealing with additions and/or referrals for treatment. The addiction counselor will also provider education to patients and families about addiction.

Duties

- Counsels individuals and families experiencing addictions
- Provide education to patients and families about addiction
- Complies with personnel policies and hospital safety policies
- Maintains confidentiality when interacting with patients, families, personnel and the public
- Takes responsibility for meeting own learning needs
- Attends staff meetings as requested
- Keeps adequate records of time spent including documentation in the patient's chart
- Responds in a timely manner to requests from inter-disciplinary team members, physicians and their office staff, administration, industrial medicine and public agencies
- Meets and consults with other agency personnel as requested
- Makes referrals to a wide variety of community resources such as Public Health, CPS, APS, Touchstone Salvation Army, Mental Health, Community Counseling Center, private counselors as needed
- Reviews patient charts when a request for counseling is received

Qualifications

- Certified Addiction Treatment Counselor
- Ability to interact with patients, families, physicians, co-workers and community agencies
- Maintains confidentiality
- Ability to organize and prioritize multiple requests and duties
- Ability to maintain high moral standards both at work and in the community

Lifting Requirements

Sedentary—generally lifting not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files, and small items.