ReEntry Substance Abuse Counselor

Job Description
Under direction of a Supervising Substance Abuse Counselor or other supervisory official, the Passaic County Reentry Substance Abuse Counselor will have significant responsibility for the implementation of the Reentry and Medication Assisted Treatment Program at Passaic County Jail and will work closely with clients enrolled in the program. This Re-Entry Substance Abuse Counselor will provide intake, assessment, and counseling services to individuals currently incarcerated. The Re-Entry Substance Abuse Counselor will identify and diagnose individuals who have substance abuse disorders by obtaining information from jails, collateral contacts, community, referral agencies, courts, and other sources and will assist in the development of preliminary treatment and rehabilitation plans. This is a full-time, consultant/contracted position.

Responsibilities
- Alone or on a team, participates in initial interviews with clients.
- Participates in case, diagnostic, and progress conferences.
- Prepares and submits preliminary interviews, and impression intake reports.
- Investigates and verifies pertinent facts and information necessary for an effective treatment plan.
- Attends and takes part in conferences, training institutes, and meetings concerned with programs and activities of the unit.
- Develops working relationships with involved agencies such as social services, Social Security, law enforcement, courts, probation and parole, child protection and permanency agency, clinics, hospitals, physicians, lawyers, clergy, schools, employers and employment agencies.
- Maintains an assigned caseload of clients and provides necessary group or individual counseling.
- Plans and conducts informal group discussions designed to encourage participation, within the bounds of discipline and with a view toward the development of positive attitudes, cooperative relationships, social reeducation and adjustments.
- Plans and conducts formal group discussions on a variety of subjects.
- Provides personal counsel to individual clients and/or inmates on problems related to social behavior and personal relationships.
- Prepares reports and routine correspondence.
- Maintains records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Other related duties as required by the department.

**REQUIREMENTS:**

- Applicants must possess a certificate as a Certified Alcohol and Drug Counselor (CADC), issued by the Board of Marriage and Family Therapy Examiners, New Jersey Division of Consumer Affairs, Department of Law and Public Safety.
- Two years of experience in counseling or social work having responsibility for gathering and analyzing social or health information from clients, the determination of their needs, and the planning and carrying out of a treatment or rehabilitation plan geared to the needs of individual clients.
- Knowledge of current facts, theories, hypotheses, programs, and research in the area of alcohol and/or narcotic and dangerous drugs.
- Knowledge of the DSM-5.
- Knowledge of and familiarity with techniques used in group and individual counseling.
- Knowledge of problems involved in dealing constructively with human relationships, personality disorders, social behavior, and social relationships.
- Knowledge of drug abuse practices in inner and outer city and suburban, urban, and rural areas.
- Ability to analyze, comprehend, interpret, and apply basic laws, rules, regulations, and procedures to specific situations.
- Ability to comprehend and adjust to frameworks of reference other than one’s own cultural and educational standards.
- Ability to relate and adjust to individuals of varied types including professional workers, staff, clients or inmates, and their families.
- Ability to learn to collect and make appraisals of factual information and the social relationships of individuals and families, to learn quickly the essential and significant facts in an individual or family situation, to weigh and evaluate such facts, and to take appropriate action.
- Ability to maintain a firm, correct, and professional attitude at all times.
- Ability to comprehend the problems of persons who are physically and/or emotionally maladjusted.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Must be able to pass criminal background and child and adult maltreatment screens and a reemployment drug screen.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations.
- Must have good customer service skills and be able to work effectively within a team.
- Reentry Substance Abuse Counselor has the vision and passion to support the development, implementation, and growth of all aspects of the Reentry Program.
- Provide the following services for clients of the Reentry and Medication Assisted Treatment Program:
  - Assess clients’ needs, situations, personal strengths and support networks to determine their goals. Develop plans to increase clients’ well-being, productivity and stability.
• Group and individual session facilitation.
• Help clients navigate the challenges that come with having a criminal background: possible homelessness, unemployment, employment and housing discrimination, domestic abuse, addiction and recovery, mental health, family issues, parole/probation issues, and legal difficulties.
• Ensure data quality, accuracy of client files and records, complete paperwork and comprehensive outcomes tracking in the areas of housing, case management, goal setting and client progress, program intake and exit, meetings, support groups, referrals and other related activities and client interactions for internal and external purposes including: coordination of services, program impact evaluation, billing, grant tracking, compliance and legal considerations.
• Participates in case, diagnostic, and progress conferences.