

Waterfront Rescue Mission

Job Description

Job Title: Addictions Specialist – Full Time

Department: Ministry Program

Reports To: Program Manager

Summary:

Under the supervision of the Program Manager, this position, Demonstrates God's Goodness by providing and ensuring the addictions components of the Mission's Recovery Program meets the Florida Certification Board's Standards of a certified addictions program. This position also provides supervision for staff working on their Florida Certifications and trainings as needed/required.

Duties:

Certification: 70%

- This position will be responsible for providing supervision for candidates seeking Florida Certified Addiction Counselor (CAC) and/or Certified Addictions Professional (CAP) or Masters Certified Addictions Professional (MCAP) licensure.
- Provide special addiction assessments and counseling for clients; teach, facilitate and supervise addictions related classes, provide group and individual counseling.
- And other duties as may be assigned.

Other: 30%

- Collaborates with staff by observing and reporting client needs, problems, etc. Provides discipline and issuing of points if necessary.
- This position informs Chaplains and reports issues to the Program Manager.
- Responsible for Quality Assurance pertaining to addiction service delivery and certification process.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character.

Education/Experience: Must possess at least a Bachelor's Level Degree and possess a Clinical Social

Worker License (MSW), CAC, CAP or MCAP. In lieu of certification an applicant may be in the process of pursuing their licensure, but must provide proof of completion within a year.

Must have a valid driver's license and be insurable by the WRM's insurance carrier.

Must be able to pass a Level 2 Background Clearance for the purposes of being able to gain access and enter data into the HMIS Case Management System.

Knowledge, Skills and Abilities:

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ration and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Must meet guidelines as detailed in the TEL staffing manual.
- Must support the goals of the Mission.
- Must have the ability to perform effective working relationships with clients, supervisors, staff and the public.
- Provide staff supervision/training for Florida Board Certification.
- Provide/conduct classes for group counseling and conduct individual counseling.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, talk and listen. The employee is frequently required to stand, walk, sit and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch and taste or smell. Specific vision abilities required by this job include close vision and distance vision.

Computer Skills:

- The computer skills described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Intermediate computers skills are required for this position, which include aptitude in the use of the Internet, e-mail, spreadsheets, and maintaining data bases through means of accurately and proficiently entering data.
- Must be knowledgeable in the use of Microsoft Office Suite and case management software; basic typing skills a must.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to weather conditions. The employee is frequently exposed to wet and/or humid conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

I have read this job description and do not have any reservations about my ability to perform all duties of this position.

Name

Date

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