

## MARINERS INN

**Title:** Substance Abuse Counselor  
**Classification:** Non-Exempt

**Effective Date:** 05/20/00  
**Reviewed Date:** 01/2002, 4/2017, 12/2017, 12/2018, 10/2019, 9/2022

**Reports To:** Clinical Director

**Revised:** 10/2004, 2/2007, 11/2010, 2/2011, 10/2011, 4/2013, 4/2018, 9/2018, 3/2020, 5/2021, 11/2021, 9/2022

**Status:** Full-time

**Supervises:** None

---

*The Residential Substance Abuse Counselor works full-time in a person-centered and team-oriented setting to maintain a diverse and robust Inpatient caseload; keep accurate and updated clinical documentation for all assigned clients; participate and lead case conferences as needed; and conduct weekly individual therapy sessions, group therapy sessions, and facilitating a didactic lecture on Addiction, Recovery, Co-Occurring Disorders, or another related topic--clinically and ethically sound supervision is provided.*

### RESPONSIBILITIES:

- Assist with the intake process and work with new clients to build motivation for change.
- Maintain a caseload as assigned and demonstrate a willingness to assist fellow counselors when the need arises or when requested by management.
- Maintain accurate, updated records and progress notes in client's electronic files.
- Maintain appropriate billing practices and ensure required documentation is submitted into the MHWIN system.
- Conduct individual sessions with clients on a weekly basis and document these sessions appropriately.
- Conduct structured group therapy sessions three times per week with caseload and didactic sessions based on a curriculum and assignment by Clinical Director.
- Document all individual and group sessions appropriately to ensure billing, audits, and CARF accreditation.
- Address client holistically including areas of physical and emotional health, sobriety, employment, citizenship and spiritual needs
- Participate in regular in-service and external training sessions to meet certification/licensing requirements and continued professional growth as required by management.
- Demonstrate professionalism and loyalty to the staff, clients, and community.
- Follow approved guidelines and procedures of the agency to ensure that client's recipient and confidentiality rights are not violated.
- Provide general supervision and training to assigned internship student(s).
- Other duties as assigned by the Clinical Director
- Assist with planning special events and field trips for clients.
- Ability to walk frequently to retrieve facsimiles, copies, and printed documents.
- Ability to sit for long periods of time while working & typing on a computer.

### QUALIFICATIONS:

- Bachelor's Degree in Social Work, Addictions Studies; Master's Degree in Social Work, Addictions Studies preferred.
- Appropriate licensure (LLPC, LPC, LLBSW, LBSW, LLMSW, LMSW, TLLP, LLP) to provide therapeutic services.
- Minimum of one year's sobriety (if recovering).
- Possess CADC/CAADC credentialing or ability to gain a MCBAP Development Plan within the first 30 days of employment.
- Experience with both addiction treatment and mental health treatment.

- Familiarity with the Detroit Wayne Integrated Health Network (DWIHN) a plus.
- Ability to meet the physical, mental and visual standards of the job.
- Ability and willingness to work in a manner which will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients and the general public.

#### **ADDITIONAL ELIGIBILITY REQUIREMENTS**

- Covid-19 vaccination per agency policy requirements
- Possess a valid First Aid/CPR certification
- Provide education transcript

#### **COMPENSATION & BENEFITS:**

- Medical, Dental and vision after 90 Day Introductory period
- Life/AD&D and LTD (Company paid benefits after 90 days)
- 401K Profit Sharing Plan
- Supplemental Insurance: AFLAC

#### **OTHER DUTIES**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

#### **How to Apply**

Please submit your resume with cover letter via email to [humanresources@marinersinn.org](mailto:humanresources@marinersinn.org) no later than **March 31, 2023**. In the email subject, please enter Mariners Inn: Residential Substance Abuse Counselor position. No phone calls or faxes will be accepted.