



UNITED PLANNING ORGANIZATION

POSITION: Treatment Counselor
DEPARTMENT: Comprehensive Treatment Center
BULLETIN No: 06102011
SALARY RANGE: \$33,000 - \$41,000 annually
OPENING DATE: 10/18/2011
CLOSING DATE: Open until filled
FIRST SOURCE: Applicable

Brief Description: Maintain clinical record documentation and services in compliance with state and federal standards. Conduct professional screenings, assessments and intake referrals with clients. Provide effective individual and group case management in the area of addiction services and educational groups with substance abuse clients. Observe, evaluate and assist clients in resolving personal and emotional problems; provide guidance in their adjustment to the treatment program and prepare accurate and timely notes in the DATA System on client's program progress. Maintain clinical record documentation and services in compliance with state and federal standards. Conduct professional screenings, assessments, and intake referrals with clients. Provide effective individual and group case management in the area of addiction services and educational groups with substance abuse clients.

Minimum Qualifications: Associate's Degree in Counseling or the Behavioral Health field and Certification as a CAC II. Two years of progressively responsible experience with opiate addiction clients. Proficient computer/technical and word processing skills.

Desired Qualifications: LPC or LCSW credentials. Ability to operate the District Automated Treatment Accounting System (DATA) with efficiency and accuracy.

Other Requirements: In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI Fingerprinting, pre-employment physical examination and drug screening as applicable for the position.

This position IS in the collective bargaining unit.

Apply on-line at upojobs@upo.org or Fax resume at (202) 319-3237
Apply within at Human Resources, 301 Rhode Island Ave., NW, 1st Floor
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