



The Guidance Center of Westchester  
256 Washington Street  
Mount Vernon, NY 10553  
TheGuidanceCenter.org

# PLEASE POST POSITION AVAILABLE

**POSITION: Substance Abuse Counselor Part -Time**

**PROGRAM: Sunrise**

**HOURS: Monday to Friday**

## **SKILLS/ABILITY:**

- Excellent interpersonal skills and the ability to interface with regulatory agencies, school administration and personnel, community stakeholders, patients/students/families and staff;
- Combined clinical and administrative background including supervision and management of staff;
- Understanding of OASAS documentation requirements, including intake and assessment, medical necessity, treatment planning and clinical interventions from the start of the treatment through termination;
- Experience completing assessments and providing clinical services to, adolescents, adults, families and couples;
- Familiarity working with alcoholism, substance use, other addictions, complex trauma and psychosocial stressors of poverty, abuse, abandonment, grief/loss, foster care, low/no literacy and criminal justice involvement;
- 2-3 years + experience working in the Substance use field;
- At least year experience supervising staff;
- Ability to work independently;
- Strong organizational skills with attention to detail;
- Ability to coordinate and prioritize various projects and meet deadlines;
- Proficient in Microsoft Office (Outlook, Word, Excel & PowerPoint);
- Familiar with electronic medical records; and
- Strong written and verbal communication

## **JOB DESCRIPTION:**

1. May carry a caseload of 10-15 clients; and Assessments.
2. May run 2-3 groups a day as need to ensure group schedule is covered;
3. In coordination with the Program Director, assures clinical, administrative and regulatory compliance within the program;
4. Assists the Program Director with developing and managing staff schedules;
5. Complete performance reviews and evaluations for all staff that directly report to the Supervisor;

6. In collaboration with the Program Director, addresses performance related issues of direct supervisees in accordance with agency policies and procedures;
7. Discusses productivity with counselors and addresses areas of concern;
8. Assists the Program Director with on-call crisis coverage afterhours as needed;
9. Reviews and signs off on all documentation in Anasazi for supervisees if required to ensure regulatory compliance, clinical appropriateness, patient goal(s) and billing needs;
10. Attend TGCW Meetings as required;
11. Attends Supervision as scheduled with the Program Director or Deputy Director for Integrated Clinical Services; and
12. Performs other duties as needed to ensure the success of the program.

**SALARY: Open for discussion**

**SEND RESUMES TO HIRING SUPERVISOR: Name: Shiane M. Lee**  
**Email: [slee@theguidancecenter.org](mailto:slee@theguidancecenter.org)**