



Inspiring Change, Reclaiming Lives

JOB VACANCY: Substance Abuse Counselor

- DEPARTMENT:** East Hawaii Adult & Adolescent Outpatient
- LOCATION:** Hilo, Hawaii
- JOB TYPE:** Full-Time with Benefits
- PAY:** \$28,000 - \$43,000/annual – pay commensurate with experience and education
- POSITIONS:** 1 – Adult Assessment/Substance Abuse Counselor
3 – Adult Substance Abuse Counselor
1 – Adolescent Assessment/Substance Abuse Counselor

DUTIES SUMMARY:

The Substance Abuse Counselor assists in facilitating screening, assessments and intakes, including referral to appropriate program(s). Facilitates process, skill building and educational groups, and individual counseling sessions and assists in case management services.

EXAMPLE OF DUTIES:

- Responsible to carry a full caseload and to keep accurate documentation required in a timely manner
- Document all pertinent client data activity including length of activity and billing
- Develop treatment plans with client that ensure the formulation of realistic and attainable short and long term goals
- Maintain client records in accordance with the organizations policy and procedures and state standards
- Provides case management services to a regularly assigned caseload of clients, ensuring clients linkage to appropriate programs and community resources
- Observe federal regulations (42CFR) and HIPAA (Health Insurance Portability Accountability Act, 1996) governing the confidentiality of alcohol and drug abuse consumer's privacy and records
- Ability to instruct a wide range of individuals and groups in both formal and informal environments
- Demonstrate an understanding of the nature of substance use, abuse and addiction
- Demonstrate strong written, oral and computer skills

- Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with clients, ensuring boundaries and ethics are adhered to at all times
- Performs other related duties as assigned

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience:

- Bachelor's degree and/or Master's degree in Human Services, Counseling, Psychology or closely related field
- Minimum of three (3) years' work experience in the field of Substance Abuse/Mental Health
- Hawaii State Certified Substance Abuse Counselor (CSAC) certification

Requirements:

- Tuberculosis (TB) Clearance (within the last 12 months)
- Medical/Physical Clearance (within the last 12 months)

Ability/Knowledge/Skills:

- Advanced computer skills, including experience in Microsoft Office, Word, Excel and Outlook.
- Knowledge and experience working with Electronic Health Records.
- Able to work with clients from diverse backgrounds.
- Good verbal and written communication skills.
- Detail oriented, able to multi-task and work independently with minimal supervision.

How to Apply: If you wish to apply, please complete the Employment Application located on our website, www.bisac.org. Once completed you may email the completed application and your resume to: hr@bisac.com or fax to: 808-969-7375.