

**CATHOLIC CHARITIES
EASTERN REGION**

DIVISION: Residential Service
JOB TITLE: Senior Residence Counselor OASAS Program

DATE: 11/23
BAND: 3
STATUS: Non-Exempt

I. QUALIFICATIONS

A. Education/Experience

A Bachelors degree in a human service discipline plus a minimum of one (1) year experience (full time equivalent) in treatment of substance use disorder SUD or has completed a training program in SUD in accordance with NYSOASAS.

- OR -

An Associate's level degree in a human service discipline plus a minimum of (3) years experience (full time equivalent) in treatment of SUD or has had a training program in treatment of SUD according with NYSOASAS.

- OR -

A NYS CASAC, CASAC- P, or CASAC- T who has a current valid credential issued by NYSOASAS

- OR -

A "Qualified Health Professional" means any of the professionals listed below, who are in good standing with the appropriate licensing or certifying authority, as applicable, with a minimum of one year of experience or satisfactory completion of a training program in the treatment of addiction.

- (1) a credentialed alcoholism and substance abuse counselor (CASAC) who has a current valid credential issued by the Office, or a comparable credential, certificate or license from another recognized certifying body as determined by NYSOASAS.
- (2) a counselor certified by and currently registered as such with the National Board for Certified Counselors.
- (3) a rehabilitation counselor certified by the Commission of Rehabilitation Counselor Certification.
- (4) a therapeutic recreation therapist certified by the National Council on Therapeutic Recreation or the American Therapeutic Recreation Association; or a person who holds a baccalaureate degree in a field allied to therapeutic recreation and, either before or after receiving such degree, has five years of full-time, paid work experience in an activities program in a health care setting.
- (5) a professional licensed and currently registered as such by the New York State Education Department to include:
 - (i) a physician who has received a Doctor of Medicine (M.D.) or doctor of osteopathy (D.O.) degree.
 - (ii) a physician[s] assistant (PA).
 - (iii) a certified nurse practitioner (NP).
 - (iv). a registered nurse (RN).
 - (v) a psychologist.
 - (vi) an occupational therapist.

(vii) a social worker (LMSW; LCSW), including an individual with a Limited Permit Licensed Master Social Worker (LP-LMSW) only if such person has a permit which designates the OASAS-certified program as the employer and is under the general supervision of a LMSW or a LCSW.

(viii) a mental health practitioner including: a licensed mental health counselor (LMHC), a marriage and family therapist (LMFT), a creative arts therapist (LCAT), and licensed psychoanalyst; and any mental health practitioner with a Limited Permit.

B. Skills

1. Demonstrated ability to effectively provide counseling to persons with alcohol problems both individually and in a group.
2. Ability to communicate effectively and work cooperatively with other staff and community professionals.
3. Ability to assess, monitor and evaluate resident's needs and progress in program; establish and implement residents' goal-oriented service plan.
4. Ability to train and supervise staff.
5. Must demonstrate those general skills and personality traits deemed necessary to successfully meet the demands of the position.

II. RESPONSIBLE TO

- A. Residence Manager OASAS Program

III. MAJOR FUNCTIONS

A. Administrative

1. Required to follow all Agency policies and procedures, using the Policy and Procedures manual as a reference.
2. Required to understand and abide by those laws, regulations, policies, and procedures that are applicable to the program/service which you are providing.
3. Required to report any known or suspected violation of laws, regulations, policies, and procedures related to programs/services of the agency.
4. Required to maintain accurate statistical records, and files on program participants and activities, including but not limited to individual client records, billing records, medication records, daily log, expense sheets, purchase orders, petty cash, client funds, mileage records, staffing schedules and menus.
5. Required to ensure that all employees are aware of and abide by those laws, regulations, policies, and procedures that are applicable to the program/service, which you are providing.
6. Receive reports of known or suspected violations and report them to the Compliance Officer/ Residence Manager.
7. Taking no retaliatory action against employee reporting, a known or suspected violation.
8. In collaboration with Residence Manager, develop program plans and monitor their implementation commensurate with the attainment of program goals.
9. Update and continue to revise policy and procedures manual in conjunction with the Residence Manager.

10. Monitor and resolve complaints and grievances from the staff in conjunction with the Residence Manager.
11. Participate in and oversee staff in the training and supervision of residents toward the acquisition of Service Plans, ADL skills, and independent living skills.
12. Communicate and maintain positive relationships with community providers and referral sources.
13. Assist with referrals and screening intake process.

B. Supervisory

1. Supervise, provide on-going training, evaluate, and direct staff and relief staff under the Supervision of the Residence Manager
2. Coordinate and participate in essential staff training with respect to relief staff.
3. Collaborate with Residence Manager regarding recommendations for programming and staff development.
4. Function as relief manager when the Residence Manager is not on duty.

C. Client/Program Related

1. Be available on a twenty-four-hour basis for residents and staff and provide crisis support, as necessary.
2. Have a thorough knowledge of appropriate community resources.
3. Maintain professional practices regarding resident rights and confidentiality.
4. Adheres to NYSOASAS policies, procedures, and regulations.
5. Assuring that clinical records and record keeping system adheres to NYSOASAS standards.
6. Coordinate and participate in all admission/discharge screenings and decisions.
7. Assist residents whenever appropriate in the development and implementation of Service Plans
8. Act as liaison from community residence to family members and other direct care providers.
9. Coordinate and support residents in obtaining benefits from funding resources, including Dept. of Social Services and Social Security.

D. Catholic Charities Agency and Community Related

1. Attend and/or conduct staff meetings and group home meetings.
2. Participate in and/or conduct in-service training sessions, workshops and/or conferences within Catholic Charities and the larger community, as necessary.
3. Provide interagency consultations and referrals, as client needs demand.
4. All other duties as assigned by Residence Manager and Program Manager.