



<b>Job Title</b>	Homeless Outreach Substance Abuse Counselor
<b>Department</b>	Homeless Outreach and Behavioral Health Services-Substance Abuse
<b>Program Manager</b>	Executive Director and BHS Program Manager
<b>FLSA Status</b>	Exempt

**Position Summary:**

Under the general supervision of the Executive Director and BHS Program Manager, assists in the delivery of behavioral health services by providing substance abuse counseling to individuals, couples, families and groups experiencing homelessness. The Substance Abuse Clinician will work as part of the agency’s homeless team and will be responsible for conducting effective community outreach and counseling services, assisting with establishing a homeless collaborative aimed at eliminating disparities by addressing cultural barriers to services and for building community capacity in serving the homeless American Indians, participate in a network of support services to assist homeless individuals, perform required documentation for all encounters to fulfill reporting requirements. In addition, this person will provide case management and other duties as assigned

**Responsibilities and Duties:**

1. Provides professional, ethical, and culturally competent direct client services. Services provided will include prevention/education, screening, assessments, diagnostic evaluations based on the DSM-IV, treatment planning, substance abuse counseling, case management, support group facilitation, crisis response and intervention, inner and inter-agency referrals, and other services which may be required to promote the well being of individuals and families.
2. Assists with establishing and facilitating a homeless community collaborative comprised of providers, consumers and interested community members. This collaborative will meet monthly.
3. Identify, recruit and work with key stakeholders including service providers and community members to develop the collaborative.
4. Engage in activities that will build community capacity to serve the target population (e.g., provide trainings, information networks, and joint cooperative ventures).
5. Perform weekly homeless outreach services that includes counseling services as requested by the Executive Director.
6. Enter outreach and counseling contact information into the clinic’s health management system.
7. Works collaboratively with outreach team members who will include a primary care provider, dental clinic provider, outreach workers, substance abuse counselor and Traditional Healer.
8. Collaborates with staff and other behavioral health providers to establish patterns of cooperation and to facilitate patient care and follow-up.
9. Coordinates the provision of substance abuse and case management services within the BHS in order to facilitate effective and efficient client services delivery.
10. Collaborates with primary care and all other programs to establish patterns of cooperative effort in order to facilitate patient care and follow-up.

11. Conduct clinical outcome measures to assess the clinical effectiveness of interventions. This may include the ASI, SDS, Consumer Satisfaction Surveys, and other measures.
12. Ensures completion of required program forms including intakes, consents, progress notes, referral forms, etc.
13. Electronically records all interventions in client records.
14. Enters required data within the required time frames into the computer system.
15. Utilizes Health Pro (or the clinic's medical management system) to enter clinical patient data.
16. Submits requested reports within the required time frames.
17. Serves as an advocate for clients served.
18. Develops and maintains accurate and up-to-date client case records in compliance with record keeping requirements.
19. Attends weekly BHS staff meetings and case staffings.
20. Attends weekly Homeless Outreach staff meetings and case staffings.
21. Assists Homeless Outreach Team in preparation and provision of professional training for staff and outside agencies as assigned.
22. Participates in community planning and implementation of programming as assigned by the Executive Director.
23. Participates in staff development activities by attending workshops, seminars and conferences as approved by the Executive Director.
24. Participates in community/homeless collaborative as requested by the Executive Director.
25. Consistently supports the administration's initiatives to provide accessible and available services to individuals experiencing homelessness.
26. Works closely with the UNM Cares, Partners in Health, Veterans Administration and Medicaid to increase the insurance coverage of clients.
27. Ensures patient confidentiality on all client information at all times.
28. Performs other duties as assigned by the Executive Director.

**Minimum Requirements:**

Education:

1. Minimum of Associate's Degree in Social Work, Psychology, or related Counseling degree with emphasis on behavioral health issues in relation to the American Indian population.
2. New Mexico current licensure, or willing to obtain New Mexico licensure within six month period from date of hire. Includes LISW, LPCC, LMHC, LPC.

Experience/Skills:

1. Minimum of four years of professional experience providing counseling services.
2. Ability to work independently with minimum of supervision.

3. Willingness to participate in cultural activities both within the agency and in the community.
4. Energetic and versatile.
5. Knowledge of the cultural, social and economic backgrounds of the populations served.
6. Knowledge of substance abuse counseling theory and practice.
7. Knowledge of direct supervision theory and practice.
8. Knowledge and experience performing diagnostic evaluations using the DSM-IV.
9. Knowledge of existing social and behavioral health including substance abuse resources in the Albuquerque area available for patient care.
10. Knowledge of and performance within own professional Code of Ethics to ensure ethical and confidentiality standards at all times.
11. Knowledge of and adherence to HIPAA requirements.
12. Ability to work in a non-conventional counseling position that requires a combination of outreach, on-site and community collaborative work.
13. Willingness to work on weekends and evenings as requested by the Executive Director,
14. Willingness to work as part of an integrated team with BHS, Primary Care, Dental, Administration and other programs.
15. Must have excellent communication skills.
16. Must have excellent computer skills to perform data entry, record client interventions, reports, etc.

Criminal Background Check:	Required
Bonding:	N/A
Credit Report:	N/A
DMV Check:	Not Required

**Organizational Relationship:**

Reports To:	BHS Program Manager
Supervises:	N/A

**Native American Hiring Preference Disclaimer:**

*Native American hiring preference will be applied to this position as defined in Title 25, United States Code (U.S.C.) 472, 472a; Title 42 Code of Federal Regulations (CFR), Part 36, Subpart E.*

**Disclaimer:**

*The above statements are intended to describe the general nature and level of work being performed by the employee(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this classification.*

I have received a copy of this job description and performance standards. On this date, my Program Manager and/or supervisor has reviewed this job description and performance standards with me and I fully understand what the position expectations are.

Employee Signature	Date
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Program Manager/Supervisor Signature	Date
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Received in Human Resources