



JOB DESCRIPTION

EMPLOYEE CATEGORY:	Admissions Counselor
WORKING HOURS:	Monday-Friday and as needed
STATUS:	Exempt
REPORT TO:	Admissions Counselor Supervisor works with Admissions Director and VP of Clinical services.
GENERAL DUTIES:	The Admissions Counselor performs thorough assessments to determine suitable therapeutic approaches and appropriate levels of care aligned with clients' needs and preferences. This process is in accordance with, and aims to advance, the mission, vision, and client-centered service objectives of the organization.

General Responsibilities:

1. Conduct comprehensive screening and assessments to evaluate the client's substance use history, mental health, and treatment needs.
2. Guide clients through the admissions process, explaining treatment options, program details, and relevant policies.
3. Collaborate with the treatment team to ensure a seamless transition for clients entering the program.
4. Provide referral sources with consented and requested records to help clients maintain compliance with other agency requirements.
5. Maintain accurate and confidential client records, ensuring compliance with regulatory standards.

Key Performance Indicators:

1. Proficiently conduct comprehensive screenings, assessments, and intake processes by synthesizing information obtained through client interviews and collaborative sources to formulate accurate diagnostic impressions.
2. Demonstrate an ability to establish strong client rapport, fostering meaningful engagement and promoting adherence to treatment recommendations
3. Demonstrate an ability to effectively match client needs and ASAM level of care with appropriate program or referral during the intake process.
4. Demonstrate an ability to communicate effectively with referral sources in a timely manner as per contracts and statements of work.
5. Ability to provide and maintain client records and documentation as required by licensing board, organization and federal standards as indicated through regular chart audits.



SKILLS AND ABILITIES REQUIRED:

- Well versed in the ethical standards and guidelines governing the field of counseling.
- Fluent in Microsoft Word, Excel, and EMR Systems & Databases.
- Ability to adhere to patient confidentiality and maintain best industry practices.
- Communication; verbal, non-verbal, written, and interpersonal
- Effectively works with leadership and team members.
- Confidentiality to employee data and information relating to the TEAM.

REQUIREMENTS:

- Licensed: Current LCDC-I or LCDC required, LCSW, LPC, LMSW
- (meeting additional supervision and requirements)
- Associate degree or higher level of education.
- Must pass a pre-employment background and drug screen.
- Type 35 WPM

ACCEPTANCE:

Employee

Date

Supervisor/Human Resource

Date