



**Heart of Ohio Family Health Center
Substance Use Disorder Counselor**

Summary: This position supports the Organization in the following manner:

- Provides counseling services for substance use disorders.
- Screens patients for behavioral health/substance use problems.
- Helps clients gain access to resources.
- Maintains medical records.

Full time Position:

Reports to: Clinical Services Manager

Supervises: Yes

Dress Requirement: Business Casual

Work Schedule:

Monday through Friday during standard business hours

Times are subject to change due to business necessity

Exempt

Non-Exempt

Job Duties, these are considered essential to the successful performance of this position:

- ✓ Provide substance use disorder counseling, support, and education services to assigned clients.
- ✓ Screen patients for behavioral health problems and substance use disorder.
- ✓ Triage patients in office visits, walk-ins and via telephone
- ✓ Assist the providers as needed by administering the highest quality patient care in a sensitive and respectful manner.
- ✓ Support providers using medication assisted treatment, including calls to patients, scheduling, etc.
- ✓ Accurately documentation in appropriate medical record.
- ✓ Follows all policies, procedures, and work rules
- ✓ Other duties as necessary or assigned.

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ Bachelor's degree required
- ✓ LCDC II, LCDC III, LICDC, or LICDC-CS required
- ✓ Substance Abuse experience/ training and certification required
- ✓ EMR/EHR experience required
- ✓ 1-2 years of experience in Human Services related field
- ✓ Excellent verbal and written communication skills
- ✓ Duties include client assessment, individual counseling, and treatment planning.
- ✓ Competency in working sensitively and respectfully with people of various cultures and social status

Adheres to HOFHC's Guiding Principles:

Communication, Teamwork, Attitude, Diversity and Service

Equipment Operated:

Telephone

Computer

Printer

Fax machine

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224 and 5560 Chantry Dr, Columbus, Ohio 43232. All facilities are a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position's primary work area is the clinical portion of the facility; ie, patient examination rooms, hallways, and other clinically assigned areas.

The clinical area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees

- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office or medical equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2 As needed to accommodate the organization (currently 3 sites)
Fast, sometimes chaotic work pace	1
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	1
Exposure to disease or bacteria	1
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money (cash, checks or credit cards)	0
Interacts personally with public	3
Interacts with public via the telephone, letter, or other non-face-to-face measure	3

If you possess the skill set and would like to apply for this position please submit your resume to Jaclyn at jwoodard@hofhc.org or Haydee at gsterling@hofhc.org immediately.