



**Job Title:** Co-occurring Psychiatric and Substance Use Disorder (COPSD) Counselor  
**Department:** COPSD  
**Reports To:** Director of COPSD  
**FLSA Status:** Non-Exempt  
**Prepared by:** Insperity (th) **Date:** 11/8/21

**Position Summary:** Under limited supervision, the COPSD Counselor will be responsible for the clinical management of up to 20 clients and for the co-occurring psychiatric and substance use disorder services of these clients, ensuring individualized treatment, adherence to program schedule, documentation of services and utilization of evidence-based curriculum. This position is required to provide a minimum of 30 hours per week of individual/case management face-to-face contact.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Completes client COPSD screening assessment and consent forms as required and develops and/or revises individual client treatment plans.
- Conducts monthly treatment plan review.
- Ensures services are documented accurately and within the required timeframe in Clinical Management for Behavioral Health Services (CMBHS) and files client chart. Maintains treatment and other therapeutic records and ensures documentation accuracy and timeliness complies with licensing and funding regulations.
- Provides and documents at least one (1) COPSD counseling session per client per week. Provides and documents integrated and adjunct services.
- Engages/invites client’s family/referral source (with client consent) in treatment and discharge planning and process.
- Collaborates with the program counselors to ensure COPSD services are integrated into SUD treatment program.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** To perform the job successfully, an individual should demonstrate the following:

**Communications** – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Conflict Resolution** – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Education/Experience:**

Two years' experience in addiction counseling and COPSD services, knowledge of co-occurring psychiatric and substance use disorders and the ability to follow prescribed curriculum. Completion of following Blue Basin training: Understanding of Motivational Enhancement Therapy; trauma, abuse and neglect, violence, Post-Traumatic Stress Disorder (PTSD), and related conditions, COPSD services, and Medicaid.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

Must have basic working knowledge of Microsoft Office (Word, Excel, Outlook, and Internet Explorer). Knowledge of CMBHS is preferred.

**Certificates and Licenses:**

Must have current Counselor license (LCDC) or a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMF) or Licensed Master Social Work (LMSW) with at least 1,000 hours of documented experience treating substance-related disorders. Current CPR and infant CPR certification, first aid and PIAB training required.

**Supervisory Responsibilities:**

Not applicable.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use hands to

finger, handle and feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, climb, or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

\_\_\_\_\_  
**ACKNOWLEDGED: Supervisor / Manager Signature      Date**

\_\_\_\_\_  
**ACKNOWLEDGED: Employee Signature      Date**

\_\_\_\_\_  
**PRINT: Employee Name**