

Position Description: Substance Abuse Qualified Professional

Position title: Qualified Professional

Lead: Substance Abuse Supervisor

Program Name: Substance Abuse Intensive Outpatient Program and Outpatient Therapy

This service provides motivational enhancement and engagement strategies, random alcohol/drug testing, and strategies for relapse prevention to include community and/or other strategies for relapse preventions. Therapies include individual, group and family counseling and support, crisis contingency planning, and disease management. Substance abuse services for adults and adolescents consisting of management, rehabilitation services and psychiatric consultation to consumers with long-term substance abuse and chronic psychiatric disabilities.

Major Duties and Responsibilities

- Work with SAIOP supervisor to facilitate 3 hour SAIOP sessions to include group processing, crisis management and case management functions
- Draft service notes that reflect SAIOP clinical services are provided appropriate to the goals in the PCP
- Complete thorough clinical intake and client orientation process
- Collaborate with client and assessing therapist to develop, revise and monitor Person Centered Plans
- Develop client-specific crisis plans
- Manage discharge planning and discharge process for SAIOP clients
- Provide service coordination for clients
- Provide feedback to team members and LCAS
- Coordinate and compile ALL clinical documentation for SAIOP clients in a timely manner
- Assist with collection, analysis and data reporting for bio-chemical screenings
- Assist with distribution of client-satisfaction surveys
- Assist Authorization Specialist with ITR, opening paperwork and the authorization/re-authorization process as necessary
- Serve as “first responder” crisis response on a 24/7/365 basis to consumers experiencing a crisis.

Core Competencies

Technical knowledge in understanding and articulating technical concepts and information that relate to the disorder(s) treated and the therapies used to provide treatment. Recognizes signs and symptoms of substance abuse needs and co-occurring disorders related to the population served.

Cultural awareness in the delivery of service to a diverse population. Understands and can articulate the psychological, sociological and political aspects of providing MH/DD/SAS services to diverse populations. Ability to communicate and provide competent and appropriate services to a diverse population.

Analytical skill in evaluating person receiving services. Understanding psychological, physical, emotional, spiritual, cultural and developmental issues, and interprets evaluative instruments correctly in order to accurately reflect the individual's strengths, preferences, and needs.

Interpersonal skills is the ability to establish rapport, openness, and trust. Ability to interact effectively with individuals, families, and involved agencies to promote active treatment and relapse prevention.

Communication skills ability to effectively formulate and clearly articulate ideas in both verbal and written form. The ability to effectively interpret and convey verbal and non-verbal information through appropriate means for the individual and the population served.

Planning/Organization of work ability to develop more complex programs of treatment with specific goals and objectives. Ability to monitor and modify programs. Ability to evaluate client needs and determine type of services/programs to provide. Ability to assign work to subordinate staff. Ability to make strategic plans for units.

Requirements, Knowledge, Skills, Abilities

- **Education sufficient to meet State requirements for a Qualified Substance Abuse Professional:**
 - **QP** with 2+ years of documented experience with adult SA population, preferably with considerable coursework and/or training related specifically to SA
 - **CSAC** (ADC)
 - **Provisionally Licensed Clinical Addiction Specialist** (LCAS)
 - Or any other un-licensed SA professional registered with the NCSAPPB
- Knowledge of SAIOP service definition is a MUST
- Knowledge of MATRIX curriculum for Substance Abuse treatment is a “plus”
- Knowledge of theoretical applications to substance abuse counseling
- Knowledge of NC Medicaid documentation requirements
- Ability to handle crisis emergency situations and to utilize conflict resolution skills
- CPR, FA, NCI, Blood Borne Pathogens, Crisis Management, Person Centered Thinking, Person Centered Planning, TB Test are required within 30 days of hire
- **Excellent** written and oral communication is non-negotiable
- Dead-line orientated working process
- ***Sigma Health Services, LLC communicates largely through email***, MUST be technologically savvy to include: personal computer, fax, copier, printer/scanner, phone, company vehicles and other materials used in the community based therapeutic practices