

Job Title: IOP Counselor– Part Time Position

Reports to Title: Chief Program Officer, Transitional Housing

Supervises: none

Job Summary: Responsible for oversight and management of IOP services and provision of SUD clinical services with groups and individuals.

Duties and Responsibilities:

- Conduct SUD assessments
- Work with insurance companies to obtain authorization for services
- Facilitate SUD groups in IOP
- Provide individual recovery planning and counseling
- Coordinate closely with other members of the clinical team
- Provide discharge planning and referral services when appropriate
- Maintain and update IOP curriculum
- Maintain continuing education regarding current trends in drug and alcohol treatment
- Participate in program meetings and activities
- Maintain complete, accurate, timely and legible client records
- Manage and document resident compliance with 12 step meetings
- Manage toxicology orders and schedule and document results
- Provide consultation and training to staff around SUD treatment and issues
- Serve as a resource to residents in developing 12 step and other self-help programming
- Attend clinical reviews for assigned clients
- Manage relationship with laboratory
- Manage IOP schedule and coverage for absences
- Produce weekly IOP report for team of current census

Minimum Qualifications:

- Bachelor's level degree, in social work or substance abuse preferred
- Master's degree in social work, counseling, or substance abuse preferred
- Current appropriate licensure, such as LCSW-C, CSC-AD, or LCACD
- A minimum of 2 years of experience in the provision of substance use counseling and substance abuse groups
- Experience in IOP setting with Medicaid population preferred
- Ability to effectively manage administrative and clinical tasks independently
- Ability to work both independently and with the team
- Strong clinical knowledge of trauma, homelessness, and chronic mental illness
- Strong verbal, written, and computer skills
- For candidates in recovery, a minimum of 2 years of sobriety

Equipment Used

MARIAN HOUSE

JOB DESCRIPTION: IOP Counselor

Personal Computers, Laser Printers, copier, scanner, fax machine, intra-office telephone system.

Special Requirements:

- Ability to organize, to keep records and manage a workload efficiently
- Ability to respect the diversity of population served and embraces those of different race, culture, social class, ethnicity, or sexual preference
- Ability to operate a motor vehicle; reliable transportation for work; Maryland driver's license preferred
- Ability to communicate clearly both verbally and in writing; ability to receive communication clearly
- Ability to work independently as the job requires
- Ability to maintain safety for self and others in an emergency
- Ability to absorb new information and skills
- Must be able to work a flexible schedule and adapt to changes in accordance with clients and the agency's needs
- Commitment to the mission of Marian House

How to apply:

Send cover letter (optional) and resume (mandatory) to Psalms Rojas, Chief Administrative Officer at projas@marianhouse.org - No phone calls please.