



ASAP is Now Hiring!

Are you interested helping teens and families or know someone who is? ASAP is now hiring part time counselors for our adolescent intensive outpatient programs. Interested applicants should have experience and/or interest working with teens and/or those with substance use disorders. Having a personal connection to the recovery process is also desired.

Part time hours will include afternoon/early evening and weekends with some flexibility — weekend availability a plus. Staff members will work with teens and their family members. Supervision is provided, and compensation is competitive. All staff must pass pre-employment background checks and drug screens, which can also be required during employment.

Job duties of prospective contractors will include handling intake assessments, running substance abuse group counseling sessions, care management responsibilities, individual counseling, and treatment planning. Staff members will work on a multi-disciplinary team of chemical dependency professionals, psychologists, and psychiatrists. Interested qualified candidates should send their resume with a purpose statement or CV by email to info@asapcincinnati.com or by fax to 513.891.4449.

QUALIFICATIONS

- Minimum education level of a High School Diploma or equivalent
- Bachelor's or Associate's Degree is preferred
- One or more of the following are required:

- CDCA
- LSW, LPC, MFT
- LISW, LPCC, LIMFT
- LCDC II or III, LICDC, LICDC III

PROFESSIONAL BEHAVIOR AND APPROPRIATE ATTITUDES

- Relating to other persons and tolerating personal differences in values and opinions which include sensitivity to ASAP service population's cultural and socioeconomic characteristics.
- Working cooperatively and collegially with other staff members.
- Abiding by the established Code of Ethics.
- Demonstrating respect and dignity of other staff, clients, and other professionals.

PROFESSIONAL SKILLS

- Establish and maintain meaningful, effective, professional relationships with the client(s).
- Exemplify self-discipline and self-awareness.
- Conduct diagnostic assessment services and AOD evaluations in order to identify client needs.
- Develop the Individual Service Plan (ISP), utilizing client involvement and building on client strengths.
- Provide treatment interventions for family, individual, and group modalities in the facility setting.
- Empower the client to increase prosocial support networks in order to benefit their lives, and assist with daily living activities.
- Participate productively in a multi-disciplinary team.
- Communicate effectively both verbally and in writing.
- Demonstrate effective time management and organizational skills.

KNOWLEDGE

- State, Federal and Local laws relative to the agency's programs.
- Knowledge of the field of psychology, social work, chemical dependency, and counseling.
- The principles and techniques of counseling and psychotherapy.
- Social and economic problems related to functioning.
- Methods and techniques of alcohol and drug treatment.
- The agency's purpose, goals, objectives, policies and personnel practices.
- Works to grow and maintain cultural competency issues in clinical practice

ESSENTIAL FUNCTIONS

- Adhere to client's right to confidentiality.
- Meet applicable productivity requirements for billable service hours.
- Meet all documentation requirements, per agency policies.
- Plan, review and monitor services, noting progress and client needs, on a regular basis.
- Maintain relevant and necessary documentation to meet statistical, fiscal, and service provision requirements of the agency.
- Participate in an annual evaluation and ongoing supervision.
- Continue individual professional development by reading, attending workshops, classes and available training opportunities.
- Participate, when requested, in the agency's on-going public relations and community education programs.
- Manage work requirements and client caseload.
- Instruct clients on how to access on-call availability during after-office hours.
- Adhere to working at minimum, the assigned and scheduled hours per week.
- Perform other related duties as assigned.
- Maintain regular and reliable attendance.
- May be involved in the planning, organization, and implementation of special events or department specific projects or seasonal program changes.
- In times of need, may be asked to complete related duties other than those indicated above as assigned by their supervisor.



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