

# JOB POSTING

## **Job Title:**

**SUBSTANCE USE DISORDER COUNSELOR – PRISON BASED**

## **Locations:**

Manistee, Michigan

Carson City, Michigan

## **General Statement of Duties:**

Responsible to perform professional level work in the field of substance abuse treatment and prevention work. Responsibilities include assessing clients and providing group therapy as well as individual therapy within contractual and program guidelines. Will additionally present educational programming as needed, assist in the preparation of reports, and will maintain all related paperwork. This work is confidential and requires a high degree of individual judgment.

## **Qualifications:**

- Required: Bachelor's degree in Social Work, Psychology, Counseling, Criminal Justice or related field with 3 years of experience in the area of substance abuse treatment. Preferred possession of a CADC.
- Preferred: Master's degree in Social Work, Psychology, Counseling, Criminal Justice or related field with 2 years of experience in the area of substance abuse treatment.
- Must have experience leading groups.
- Must have excellent computer skills in a Microsoft Windows environment; must include Word and skills in using the internet along with the ability to learn new programs.
- Must demonstrate ability to communicate in a clear and professional manner both orally and written.
- If a recovering person, a minimum of 4 years continuous sobriety is required.
- Must be comfortable working in a prison.
- Must successfully pass a criminal background check including a LEIN clearance.
- Willing to perform duties in keeping with Catholic social teachings.

## **Classification:**

- Fee for Service – Full Time
- Must be willing and able to work flexible hours.
- These positions report to the Manager of Substance Use Disorder – Prison Based.

## **Hours:**

- Must be willing and able to work flexible hours, including evenings.

If interested please respond in writing with resume and cover letter to Peter Kuhl  
pkuhl@catholiccharitiesjlhc.org ASAP. EOE.

*Providing Help Creating Hope*