



Africentric Personal Development Shop, Inc.

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Columbus, Ohio 43205

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www.apdsinc.org

Contact: Charmaine Jordan, Office Manager; email at cjordan@apdsinc.org

An Equal Opportunity Employer



Job Description

Title: Treatment & Prevention Clinician (Spanish-speaking not a must but a “plus”)

Supervisor: Clinical Supervisor

Subordinates: None

Work Hours: Fulltime; hours to be determined within APDS hours of operation (9am to 8pm Monday – Friday)

Salary Range: \$30, 636 to \$39,950 annual salary plus benefits

Minimum Qualifications:

- High School Diploma or equivalent certificate; college preferred
- Current Certification/Licensure/Education which qualifies individual to perform both treatment and prevention facilitation services
- Two (2) years experience in group or individual counseling and/or facilitation
- Excellent verbal and written communication skills, including ability to communicate with people of diverse backgrounds
- Demonstrates maturity and professionalism within interpersonal relationships
- Effective independent time management and prioritization skills
- Efficient use of computer word processing programs, email, and internet
- Ability to and self motivated to keep paperwork for caseload compliant to APDS standards
- At all times employee's actions must demonstrate that he/she is a team player and place the vision of the CEO of APDS as top priority in the positive development of APDS
- APDS is a drug free workplace and employment at APDS is contingent upon the results of applicant's drug test
- Employment at APDS is contingent upon background check report(s) regarding applicant

Certification/Licensure/Education Requirements:

- Must have one of following appropriate certifications, licensures, and/or education levels on start date: Chemical Dependency Counselor Assistant (CDCA), Ohio Certified Prevention Specialist Assistant (OCPSA), Ohio Certified Prevention Specialist I (OCPSI), Ohio Certified Prevention Specialist II (OCPSII), Licensed Chemical Dependency Counselor II (LCDCII), Licensed Chemical Dependency Counselor III (LCDCIII), Licensed Independent Chemical Dependency Counselor (LICDC), Social Worker Assistant (SWA), Social Worker (SW), Licensed Independent Social Worker (LISW), Professional Counselor (PC), Professional Clinical Counselor (PCC), or other current credentials/education not listed which qualifies individual to perform chemical dependency counseling activities at APDS

Page 2, APDS Clinician JD cont.,

Duties/Responsibilities:

- ❑ Facilitate Level 1A both Intensive and Non-intensive outpatient substance abuse treatment group(s) and Domestic Violence Education Class(s) according to APDS curriculum, standards, and guidelines
- ❑ Adhere to timelines in assigned curriculum
- ❑ Provide one-one-one individual counseling/education sessions for each customer enrolled in group/class
- ❑ Maintain up-to-date files for each customer enrolled in group/class
- ❑ Complete all required paperwork within designated timeframes and at the APDS standards
- ❑ Provide professional, on-going, timely correspondence regarding customer progress with authorized contacts for each customer enrolled in group/class
- ❑ Participate in weekly Quality Assurance and/or Peer Review sessions
- ❑ Participate in regular supervision sessions as scheduled
- ❑ Participate in All Staff Meetings and other meetings as assigned
- ❑ Maintain required level of weekly productivity
- ❑ Participate in data collection and reporting processes and activities as required
- ❑ Participate in on-going program and curriculum enhancement and development
- ❑ Develop strategies and practice techniques which maintain and improve the retention of customers at APDS
- ❑ Participate in outreach and marketing
- ❑ Be aware of and abide by all APDS policies & procedures
- ❑ Serve as a substitute facilitator for other APDS programs as qualified and at request of supervisor
- ❑ Participate in minimum of sixteen (16) hours of training (internal or external) related to job responsibilities each year of employment at APDS
- ❑ Participate in and volunteer to assist with other APDS activities and events regularly
- ❑ Other duties/responsibilities as assigned

Other Requirements and/or Qualifications

- ❑ Ability to remain seated for long periods
- ❑ Ability to raise and lower objects in work area
- ❑ Ability to perform work duties under stress
- ❑ Ability and willingness to accept responsibility for own actions
- ❑ Ability and willingness to function within independent and team-oriented atmospheres when necessary