



**Creating and Inspiring Healthier Lives.**

Position Title:	Licensed Addictions Counselor (LAC)
Department:	Behavioral Health
Supervisor:	SUD Clinical Manager
Supervisory Responsibilities:	None
FLSA Status:	Exempt

**Summary:**

The Licensed Addictions Counselor (LAC) works as a core member of the Collaborative Care Team which involves the patient’s primary care provider and other providers such as mental health, substance use providers, medical providers, care coordinators, as appropriate, to provide comprehensive, patient centered, health care within Alluvion Health. The LAC is responsible for coordinating and supporting appropriate patient centered substance use care, mental health care within the parameters of the Health Center’s Patient Centered Medical Home Certification and ensuring services meet a patient’s needs and appropriate levels of care based on the patient’s diagnosis and the most recent ASAM criteria. The Licensed Addictions Counselor is expected to provide evidence-based treatments and collaborate to provide care with providers at Alluvion Health or externally when necessary and appropriate. These services may include assessment, individual, family or group and crisis intervention in the areas of counseling, education, support and referral to promote healthy lifestyles and choices as part of whole person care.

**All employees will exhibit the following behavioral traits:**

*Integrity and Trust*

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn’t misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

*Mission Integration*

Adheres to the organization’s mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

*Team Relations*

Understands and supports the team approach and integrated model of Alluvion Health. Is seen

as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

### **Essential Job Responsibilities:**

1. Support and closely coordinate substance use care with the patient's primary care provider and when appropriate other mental health providers;
2. Evaluate and gather information from patients regarding mental health and substance use disorders in accordance with the DSM-5 and ASAM criteria;
3. Excellent listening and communication skills;
4. Conduct diagnostic and ASAM placement assessments to determine appropriate placement and formulate individualized treatment planning;
5. Use measurement-based tools to track patients, in person and by telephone, for changes in clinical symptoms and gather information about treatment side effects or complications;
6. Support psychotropic medication management prescribed by PCPs by asking questions about treatment adherence, side effects and other complications, and effectiveness of medication/treatment;
7. Facilitate internal or external referrals to evidence-based psychosocial treatments as appropriate;
8. Participate in regularly scheduled caseload consultation with the SUD Clinical Manager and facilitate communication regarding treatment recommendations to the patient's PCP. Consultations will focus on patients new to treatment or who are not improving as expected, as evidenced by ASAM criteria and PHQ9, if applicable;
9. LAC will be active in knowing applicable resources for referral to treatment;
10. Facilitate patient engagement, transfers in level of care, and follow-up in care by utilization of motivational interviewing skills;
11. Review and evaluate patient care plans and staff with care team;
12. Document patient encounters, patient progress, treatment, and follow-up care in the electronic medical record system within the scope of practice;
13. Facilitate referrals for clinically indicated services outside Alluvion Health (mental health specialty care, substance use treatment, housing assistance, etc.);
14. Attend and participate in meetings and quality improvement activities as required;
15. Serve as a member of committees as requested;
16. Participate in peer review as part of Quality Improvement activities and in compliance with Health Center Policies;
17. Maintain confidentiality according to HIPAA and maintain internal training certificates;
18. Work as a team player with staff and other community organizations to ensure quality services and program requirements are met to carry out the goals and objectives of the Health Center program;
19. Perform duties efficiently and effectively;
20. Follow Alluvion Health policies and procedures as well as SUD Dept procedures;
21. Establish and maintain productive working relationships with fellow employees, supervisors, and the public;
22. Perform other duties as required or assigned.

## **Knowledge, Skills and Abilities:**

### *Knowledge and understanding of:*

- Differential diagnosis of substance use disorders in accordance with the most recent DSM;
- Fluent in the most recent ASAM placement levels of care;
- Evidence-based addictions treatment for substance use disorders;
- Brief, structured intervention techniques - Motivational Interviewing, Behavioral Activation;
- Psychopharmacology for substance use disorders that is within the appropriate scope of practice;
- Basic computer data entry;
- General office practices;
- Community resources;
- Cultural sensitivity;
- HIPAA Privacy and Security Rules;
- Safety policies and procedures.

### *Skills in:*

- Time management and organization;
- Strong communication;
- Microsoft Excel, Word, Outlook, Windows, Internet, electronic medical record systems;
- Excellent customer service;
- Written and verbal communication.

### *Ability to:*

- Collaborate effectively in a team setting;
- Maintain effective and professional relationships with patients and other members of the care team;
- Effectively engage patients in a therapeutic relationship, when appropriate;
- Ability to set effective ethical boundaries within the clinician-patient relationship;
- Evaluate for substance use disorders and diagnose in accordance with the DSM 5 and ASAM criteria;
- Assess patients and create treatment plans for substance use disorders;
- Respond appropriately to an emergency or crisis situation and be able to triage the situation by de-escalation or ability to discern a need to request for assistance if out of the scope of provider;
- Adapt to changes in the work environment;
- Manage competing demands, changes in approach or method to best fit the situation;
- Deal with frequent change, delays and or unexpected events;
- Adhere to a high degree of confidentiality and sensitivity towards the families involved;
- Maintain confidentiality and compliance with HIPAA privacy and security rules;

- Work with patients with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner;
- Work with people from all walks of life, such as individuals with various social and emotional histories, high risk, unemployed, and homeless, and people with mental health conditions;
- Work independently with little direction but also with a team;
- Read and comprehend materials;
- Analyze and compile information;
- Pass a criminal background check;
- Observe required work hours;
- Completion of clinical documentation within policy;
- Communicate effectively orally and in writing;
- Demonstrate punctuality;
- Meet established timelines and/or deadlines;
- Observe established lines of authority;
- Identify problems that adversely affect the organization and its functions;
- Offer positive suggestions for improvements.

#### **Education/Experience/Training:**

##### *Education/Training*

You must meet the degree requirements as described in either Option 1, Option 2, Option 3, or Option 4. [MCA 37-35-202(2)]

- Option 1 - Associate of Arts Degree in alcohol and drug studies, addiction, or substance use from an accredited institution.
- Option 2 - an Associate's Degree other than those listed in Option 1 from an accredited institution which has a minimum of: a. six credit hours in human behavior, sociology, psychology, or a similar emphasis; b. three credit hours in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior; and c. nine credit hours in counseling, six of which must be in group counseling and three in the theory of counseling.
- Option 3 - Baccalaureate or advanced degree in alcohol and drug studies, psychology, sociology, social work, or counseling from an accredited institution.
- Option 4 - Baccalaureate or advanced degree other than those listed in Option 3 from an accredited institution which has a minimum of: a. six credit hours in human behavior, sociology, psychology, or a similar emphasis; b. three credit hours in psychopathology or course work exploring patterns and courses of abnormal or deviant behavior; and c. nine credit hours in counseling, six of which must be in group counseling and three in the theory of counseling
- Meet all Board of Behavioral Health criteria and have received an Addiction Counselor Licensure Candidate (ACLC) license issued by the State of MT.

### **Certifications**

- Licensed Addictions Counselor (LAC) in the State of Montana.
- Valid Driver's License issued by the State of Montana.

### **Computer:**

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate Alluvion Health software applications.

### **Language Skills:**

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

### **Physical Requirements:**

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

### **Working Conditions:**

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

**Work Hours:**

- Full-time, Exempt. Typically, a 40-hour workweek.

**Comments:**

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Human Resources Signature	_____ Date