



PTSD FOUNDATION  
OF AMERICA

## Substance Abuse Counselor/Case Manager

The PTSD Foundation seeks a dedicated and compassionate substance use disorder (SUD) Case Manager to join our Intensive Outpatient Program (IOP) team. The SUD Case Manager will be vital in providing comprehensive case management services to individuals struggling with substance use disorders, guiding them toward recovery, and supporting their reintegration into the community. This role requires a strong understanding of addiction, mental health, evidence-based treatment approaches, and excellent communication and interpersonal skills.

**Job Description:** The Substance Abuse Counselor/Case Manager provides all treatment services for Behavioral Health – ADA Program clients, including completing paperwork and charting.

**Responsibilities:** The Substance Abuse Counselor/Case Manager has the following responsibilities and duties:

### **Assessment and Treatment Planning:**

- Conduct comprehensive assessments of clients' substance use history, mental health status, physical health, and psychosocial needs.
- Collaborate with the treatment team to develop individualized treatment plans that address clients' unique goals, strengths, and challenges.

### **Case Management:**

- Provide ongoing support, advocacy, and care coordination for clients in the IOP program.
- Monitor clients' progress and adjust treatment plans, ensuring alignment with program goals.
- Connect clients with appropriate community resources, social services, and mental health professionals to address holistic needs.

### **Individual and Group Counseling:**

- Facilitate individual counseling sessions, using evidence-based therapeutic interventions to help clients develop coping skills, relapse prevention strategies, and emotional regulation techniques.
- Lead group therapy sessions, promoting a supportive and safe environment for clients to share experiences and learn from one another.

### **Education and Psychoeducation:**

- Provide clients with education about substance use disorders, the recovery process, and relapse prevention strategies.
- Offer psychoeducational groups focused on topics such as stress management, healthy coping mechanisms, and communication skills.

### **Documentation and Reporting:**

- Maintain accurate and up-to-date electronic records of client interactions, treatment plans, and progress.
- Prepare regular reports and updates for the treatment team and relevant stakeholders.

### **Crisis Intervention:**

- Respond to crises as needed, implementing appropriate interventions and ensuring client safety.
- Collaborate with the clinical team to develop crisis prevention and management strategies.

### **Collaboration and Communication:**

- Work closely with the multidisciplinary treatment team, including psychiatrists, therapists, and social workers, to ensure coordinated care for clients.
- Communicate effectively with external agencies, probation officers, and family members to support clients' well-being.



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**Requirements:** The Substance Abuse Counselor/Case Manager should have the following skills, education, and experience:

- Bachelors in social work, psychology, counseling, or a related field.
- Relevant licensure or certification (LCSW, LPC, CADC, etc.) preferred.
- Minimum of 5 years of experience in substance use disorder treatment and case management.
- Strong understanding of evidence-based practices for SUD treatment and recovery.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Empathy, cultural sensitivity, and a non-judgmental approach to client care.
- Proficiency in electronic health records (EHR) systems and documentation.
- Willingness to work flexible hours, including evenings and weekends, as needed.

### Physical Requirements:

- Regularly requires sitting or standing for extended periods.

**Compensation:** The PTSD Foundation will provide the following compensation:

- Salary: \$45,000-\$55,000
- Medical, Dental, and Vision benefits
- Life Insurance
- Other benefits
- 403 (b)