



JOB TITLE: Substance Use Counselor
SCOPE: Full Time/Exempt
SUPERVISION: Reports to the Director of Behavioral Health

ORGANIZATION SPOTLIGHT:

At DOORWAYS, our work has **purpose** and our **impact** is real. Join a team that is changing lives of individuals at the intersection of illness and poverty. We build hope through housing, healthcare, and empowerment services.

WHAT WE ARE LOOKING FOR:

We are looking for a compassionate and skilled Substance Use Counselor to provide individual and group counseling services that support clients and their families in substance use recovery, health, and overall wellness. The ideal candidate holds a MAADC or CRAADC certification, brings strong clinical judgment, and works collaboratively with social services coordinators and interdisciplinary team members across DOORWAYS' housing programs. This role is a strong fit for someone who can work independently, maintain professional boundaries and confidentiality, and is committed to serving individuals at the intersection of illness, poverty, housing instability, and recovery. The successful candidate will pass a background check, drug test, and have reliable transportation.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Plan and provide individual and group counseling sessions focused on addiction, recovery, emotional health, and life adjustments.
- Apply evidence-based practices appropriate for substance use and co-occurring mental health disorders in accordance with professional standards and program requirements.
- Respond to internal client referrals in a timely manner; conduct outreach calls and complete program intakes as assigned.
- Prepare and maintain treatment plans, discharge plans, progress updates, and documentation of client responses to services in accordance with program and confidentiality requirements.
- Enter accurate and timely case notes, client interactions/services information, and other required data into the DOORWAYS database in accordance with documentation and confidentiality standards.



POSITION EXPECTATIONS

Clinical Contact

- Individual counseling sessions (weekly, bi-weekly, or monthly depending on client needs)
- Group therapy/psychoeducation facilitation (weekly or as needed)
- Crisis de-escalation as needed

Administrative Work

- Case note documentation
- Treatment plan creation and updates
- Weekly outreach calls related to referrals
- Discharge summaries
- Caseload management (approximately 30-60 clients, based on acuity and program needs)

Team-Based Service Delivery

The Substance Use Counselor works collaboratively with Social Services Coordinators, Behavioral Health staff, medical providers, and community partners to support participant recovery, engagement, and overall well-being. Participants may receive additional case management, housing support, benefits assistance, and other supportive services from designated team members.

Additional Information

Candidates selected for an interview will have the opportunity to discuss the job role in greater detail, including caseload expectations, service delivery model, interdisciplinary collaboration, and day-to-day responsibilities.

QUALIFICATIONS

- Bachelor's degree or Master's degree (preferred) in counseling, social work, or similar field is required.
- A recognized certification within the field of addiction as a MAADC or CRAADC is required.
- Experience in leading individual and group counseling is preferred.
- Proficient knowledge of Microsoft Office software, such as Excel, Word and Outlook.
- Ability to work effectively both independently and as part of a team; comfortable performing job duties with minimal day-to-day supervision and, at times, without on-site support staff.
- Experience working with the HIV, homeless, or LGBTQIA+ community is preferred.



SPECIFIC REQUIREMENTS

- Ability to understand and follow written and oral instructions.
- Ability to manage multiple tasks and prioritize responsibilities in a fast-paced work environment.
- Ability to work effectively both independently and as part of a collaborative team.
- Demonstrated ability to maintain a professional demeanor and perform effectively under time-sensitive and high-priority deadlines.
- Ability to handle sensitive information with discretion and maintain strict confidentiality.

PHYSICAL REQUIREMENTS

- Ability to perform computer-based work for extended periods of time, including reading and entering information.
- Ability to move throughout the facility to engage with staff and program participants, with or without reasonable accommodation.

WORKING CONDITIONS

- Works in a climate-controlled and well-lighted environment with a smoke-free policy.
- DOORWAYS' flexible schedule policy supports work-life balance. Standard office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, with alternative schedules possible upon approval.
- Local travel is required for this position to meet with participants during home visits, attend meetings at various DOORWAYS and partner properties (mileage reimbursement included).

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.