The CADC is responsible for providing confidential addiction counseling, education, and support to individuals, families, groups, and community promoting healthy lifestyles and healthy choices.

Responsibilities: Provide drug and alcohol counseling and support to individuals, families, groups in the community

- Provide initial assessments and drug screenings
- Provide counseling to individuals and groups regarding the use and effect of alcohol and drugs
- Accept referrals from agencies, individuals, and families in the community and collaborate for individualized care
- Maintain strict confidentiality guidelines regarding client care

Job Duties:

- Assist individuals to identify their need for treatment
- Collaborate with other professionals involved with clients, when appropriate
- Participate in agency and community committees
- Assist clients to meet all requirements of their care
- Evaluate the effectiveness of the treatment program and communicate needs, progress, and barriers
- Provide education by presentation or workshops

Must have proficient knowledge of the following:

- The cause and effect of drugs and alcohol
- Needs and risk assessment
- Family dynamics
- Impact of Trauma
- Crisis Management
- Case Management
- Individual, group, and crisis counseling methods
- Cultural competency

Must demonstrate the following skills:

- CPR/First Aid
- Strategic planning skills
- Analytical and problem solving skills
- Conflict Resolution Skills
- Effective counseling skills
- Effective written/oral communication skills
- Report writing skills
- Public Speaking
- Stress Management Skills
- Time management skills
- Independence
- Team player