

Licensed Alcohol and Drug Counselor (LADC)

The Range Mental Health Center is seeking a full time Licensed Alcohol and Drug Counselor (LADC) for our 20 bed residential substance abuse treatment program. This position will provide group and individual counseling and family education. The candidate selected will develop individual treatment plans; participate in multi-disciplinary case reviews, and document interventions and services in the clinical health record.

The treatment center has dual recovery programming and provides a fast track to outpatient psychotherapy and psychiatry services. Excellent skills in assessment, crisis management, resource brokerage, and verbal / written communication are required.

Qualified candidates should download application for employment from under the careers tab at www.rangementalhealth.org and submit via the following methods.

Mail: RMHC, Attn: HR, PO BOX 1188, Virginia, MN 55792
Email: rtardy@rangementalhealth.org
Fax: 218-741-3080

Essential Functions:

1. Work with Managed Care Service Organization to obtain approval for chemical dependency services to prospective and current clients per contract requirements
2. Provide direct chemical dependency services to inpatient and outpatient clients using group therapy, individual therapy, lectures, and other approved methods
3. Develop individualized treatment plans with assigned clients
4. Document appropriate services via preparation of discharge summaries, treatment plans, progress notes, and other relevant means for each assigned client in the electronic health record (CREDIBLE)
5. Complete and submit DAANES as per the applicable prescribed procedure
6. Provide chemical dependency consultations services to outside agencies
7. Participate in Range Treatment Center multidisciplinary case staff meetings
8. Help promote positive interactions with staff from other agencies, the community, and within the Range Mental Health Center
9. Coordinate client involvement with clergy, probation and other outside agencies/services when appropriate
10. Provide coverage for other counseling positions as directed / assigned
11. Participate in public speaking engagements as directed / assigned
12. Represent the Range Treatment Center and assume other functions and duties as assigned by the Director of RTC
13. Act as a liaison to other Range Mental Health Center programs with regards to Chemical Dependency services and illnesses
14. Respond to inquiries regarding chemical dependency services either via phone, writing, or in person
15. Other duties as assigned

Minimum Requirements:

1. Licensed by the State of Minnesota to provide chemical dependency services
2. Two years of freedom from chemical usage problems
3. Philosophical approach consistent with Range Mental Health Center's mission
4. Pass a Department of Human Services background check
5. Meet minimum training requirements of training under the Minnesota Department of Human Services and the Minnesota Department of Health.
6. CPR / First Aid certification required
7. Current Minnesota driver's license with acceptable driving record

Required Skills:

1. Able to formulate and prepare professional quality assessments, individual treatment plans, treatment summaries, progress notes, and other required correspondence or records in a timely fashion.
2. Must have knowledge of 12 step program and treatment theory
3. Assertiveness sufficient to complete positions essential functions
4. Able to attend to nonverbal cues from a client in the therapy setting.
5. Able to maintain the confidentiality of interaction with clients in the treatment setting and other relevant confidential information
6. Able to handle sensitive situations in a calm, professional manner.
7. Ability to organize and prioritize tasks with sufficient flexibility to meet demands in a fluid and changing environment
8. Ability to operate accurately a computer, keyboard, and mouse
9. Able to facilitate group interactions between people that are directed at therapeutic goals.
10. Ability to handle significant daily stress
11. Ability to read, write, and speak the English language

Physical Standards:

1. Ability to sit and stand for long periods of time
2. Ability to climb stairs
3. Ability to operate a keyboard and mouse
4. Ability to lift 15 pounds
5. Sufficient vision to utilize a computer monitor, to inspect and monitor the physical outlay or each program, to monitor client's behavior and / or body language, and to inspect luggage, clothing, or packages
6. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting
7. Maintain an acceptable level of cleanliness and physical appearance
8. Ability to verbally communicate English in a manner that is sufficiently clear so as to be easily understood
9. Eighteen (18) years of age or older