




HALE 'OPIO KAUA'I, INC.
Job Description

JOB TITLE: Substance Treatment Counselor

PROGRAM: STEP Up! (Substance Treatment & Empowerment Program)

REPORTS TO: Clinical Supervisor
Treatment Programs Director

TYPE OF POSITION: Full Time Salaried (Exempt)

APPROVED BY :  **DATE** 4/15/2025
Executive Director

SUPERCEDES JOB DESCRIPTION DATED 04/25

I. Under the clinical supervision of the Clinical Supervisor and general direction of the Treatment Programs Director, the Substance Treatment Counselor provides trauma-informed, evidence-based therapeutic services to adolescents and families impacted by substance use. Services may include screenings, assessments, individual and group counseling, crisis intervention, family therapy, and care coordination in Level 1 Outpatient and Level 2.1 Intensive Outpatient Treatment settings. This position supports Hale 'Ōpio Kaua'i's mission and commitment to family-centered, youth-guided, and culturally responsive care.

II. QUALIFICATIONS / REQUIREMENTS:

Minimum Qualifications:

- Current Hawaii Certified Substance Abuse Counselor (CSAC) OR actively pursuing CSAC certification.
- Minimum of two (2) years of experience working with adolescents in a counseling or treatment setting.
- Knowledge of adolescent development, trauma-informed practices, and substance use disorders.

Preferred Qualifications:

- Experience delivering both individual and group counseling services.
- Experience or familiarity with co-occurring mental health needs and/or behavioral health systems.
- Master's degree in Social Work, Counseling, Psychology, or a related field preferred.
- Licensed (or actively working toward licensure) in Hawai'i as an LCSW, LMFT, or LMHC is a plus.
- Certification in CPR, First Aid, and CPI (or ability to obtain upon hire).

Skills & Knowledge:

- Familiarity with DSM-5, evidence-based treatment modalities, and clinical documentation standards.
- Excellent verbal and written communication skills.
- Strong interpersonal and engagement skills with youth and families from diverse backgrounds.
- Computer literacy, including experience with electronic documentation systems.
- Ability to work collaboratively with a multidisciplinary team.

III. ESSENTIAL JOB FUNCTIONS:

- Provide structured and documented individual, group, and family counseling aligned with the youth’s treatment plan.
- Conduct substance use screenings, assessments, and treatment planning.
- Coordinate referrals to appropriate community and support services.
- Maintain timely clinical documentation and case notes (within 24 hours).
- Participate in team meetings, supervision, and professional development activities.
- Engage youth and families in culturally relevant, strengths-based treatment approaches.
- Support crisis intervention and risk assessment efforts as needed.
- Maintain confidentiality and compliance with all applicable regulations and agency policies.

IV. OTHER JOB FUNCTIONS:

- Perform other related duties as assigned to support the success of the treatment program.

V. WORKING CONDITIONS:

- Environment: Office, residential, school, and community-based settings; occasional outdoor environments.
- Equipment Use: Office equipment, therapeutic materials, laptop/computer.
- Work Hours: Requires schedule flexibility, including occasional evenings and weekends.

VI. PHYSICAL DEMANDS:

- Regular sitting, standing, walking, talking, and use of a computer.
- Occasional off-island travel for trainings or professional development.

VII. MENTAL DEMANDS:

- Ability to manage multiple priorities, respond to crises, and maintain clinical boundaries and professional composure under stress.

VIII. COMMUNICATIONS DEMANDS:

- Effective communication with youth, families, team members, and partners across various systems.
- Sensitivity to the cultural, socioeconomic, and trauma-informed context of clients and families served.

IX. OTHER REQUIREMENTS:

- Access to reliable transportation.
- Valid Hawai‘i Driver’s License with a safe driving record.
- Auto liability insurance with minimum \$100,000 bodily injury coverage.

This job description aims to indicate the types of tasks and work difficulty levels required for the **Substance Treatment Counselor** position. It should not be interpreted as exhaustive of all specific duties and responsibilities. It is not intended to limit or alter the supervisor's authority to assign, direct, and/or oversee employees' work under their supervision. Using specific expressions or examples to describe duties does not exclude similar duties of equivalent difficulty that are not explicitly mentioned.

Employee’s Acknowledgement _____ Date _____