

**Western Montana Mental Health Services**  
**410 Windward Way**  
**Kalispell, MT 59901**  
**Phone: (406) 257-1336**  
**Fax: (406) 257-1353**

**Position:** PACT Licensed Addiction Counselor/Care Coordinator

**Job Summary:** This member of the PACT multidisciplinary team is licensed as an addiction counselor with training in social work, psychology or education and clinical skill and experience to assess, plan, develop, coordinate, and provide substance abuse treatment, rehabilitation, and support services to program clients with severe and disabling mental illnesses under the clinical supervision of the team leader and the APRN. Functions as a clinical member of the multidisciplinary team and provides treatment rehabilitation and support services.

**Duties and Responsibilities:**

1. Provide direct clinical substance abuse treatment to clients on an individual, group, and family basis in the office and in the community settings.
2. Conduct comprehensive chemical dependency evaluations and biopsychosocial assessments, including diagnostic impressions and treatment recommendations.
3. Provide clinical consultation to staff related to substance abuse and treatment.
4. Provide benefits counseling (e.g., SSI, veterans' benefits).
5. Provide case management for an assigned group of clients including coordinating and monitoring the activities of the individual treatment team; assume primary responsibility for developing, writing, implementing, evaluating, and revising overall treatment goals and plans in conjunction with the ITT; provide individual supportive and symptom management; ensure immediate changes are made in treatment plans as clients' needs change; educate and support clients' families; and advocate for clients' rights and preferences.
6. Participate in comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
7. Consult with community agencies and families to coordinate client treatment.
8. Participate in on-call rotation to provide crisis intervention for PACT clients.
9. Maintain appropriate and timely documentation of services provided in accordance with agency policies and procedures.
10. Participate in daily staff organizational meetings and treatment planning review meetings.

**Essential Job Requirements:**

1. Ability to exercise discretion and maintain client and employee confidentiality.
2. Ability to prioritize and perform multiple tasks.
3. Ability to exercise sound judgment in evaluation of situations and making decisions independently.
4. Commitment to the vision, values, and mission of agency.
5. Acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices
6. Valid Montana Driver's license, appropriate levels of automobile insurance, and a clean driving record.
7. CPI trained, or willingness to complete training, to effectively perform verbal de-escalation and physical intervention if needed.
8. Effective oral and written communication skills.
9. Responsive to client and co-worker needs, including being tactful, respectful and considerate of others regardless of status.
10. Flexibility and the ability to quickly adapt to change in the work environment.
11. Consistently at work on time and when scheduled, ensuring work responsibilities are covered when absent.
12. Ability to use senses of sight, hearing, and smell in order to perform job duties.

13. Ability to perform a range of physical motions, including but not limited to: lifting and carrying up to 50 lbs.; standing, walking or sitting for long periods of time; kneeling, squatting, and stooping; and running for brief periods of time.

**Education, Experience, and Knowledge Required:** A degree in substance abuse counseling or related field AND licensure in the state of Montana to practice as a Licensed Addiction Counselor is required and work experience with adults with severe and disabling mental illness or with individuals with similar human service needs. Must have a strong commitment to the right and ability of each person with a severe and disabling mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and disabling mental illnesses and respect for client rights and personal preferences in treatment are essential. Willing to stay current with best practices related to substance abuse assessment and treatment.