

Substance Abuse Counselor – Full Time
The Province of St. Joseph of the Capuchin Order – Jefferson House

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

This Substance Abuse Counselor is responsible for providing a support system for Jefferson House (JHouse) residents by evaluating their substance abuse problems and working with JHouse staff to coordinate residents' treatment and activities of daily living. They work in conjunction with the JHouse Director, Coordinator and house managers to counsel residents, conduct therapeutic activities and maintain case records. This role will also provide house manager duties.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Coordinate resident's treatment and activities of daily living
- Report on resident's behavior and activities to supervisory staff
- Check on residents periodically and be available to them at all times to assist with their needs
- Provide direct counseling services and therapeutic activities
- Complete and maintain appropriate and timely case records including, but not limited to, assessments, treatment plans, progress notes and discharge summaries
- Conduct all aspects of House Manager duties during assigned shifts
- Check all areas of the house to ensure facility is maintained and in sanitary conditions
- Participate in interviews of prospective residents, case conferences, and staff meetings
- Perform follow-up work on discharged residents, including after care counseling
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: The desired education and experience level for this position is a High School diploma or GED. State of Michigan certification as a Substance Abuse Counselor. Valid, current chauffeur's license. Familiarity with the requirements of chemical dependency treatment programs. Proficient in Microsoft Office suite and Outlook. Ability to work independently. Detail oriented. Ability to prioritize and organize multiple projects simultaneously. Ability to have a flexible schedule. Hours are varied throughout the week. 40 hours a week, including some weekend and holiday days. Jefferson House is open 365 days a year, 24/7.

Application / Resume deadline is June 12, 2019

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Substance Abuse Counselor in the subject line.
(Or)
3. Attention: Human Resources
Substance Abuse Counselor
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207