POSITION TITLE: Associate Counselor
REPORTS TO: Clinical Manager

OUR MISSION
The mission of Queen of Peace Center is to provide family-centered care for women with substance-use disorders, their families, and at-risk youth through treatment, prevention and education and housing.

As demonstrated by the life of Jesus Christ, Queen of Peace Center works to build a future of peace for families.

ORGANIZATION OVERVIEW
Founded in 1985, Queen of Peace Center (QOPC) is a $10 million-dollar nonprofit organization serving more than 1,300 St. Louis women and their children and families each year. We are focused exclusively on providing family-centered behavioral healthcare. Our unique model addresses the full continuum of needs for those impacted by substance use disorders, co-occurring disorders, and trauma by providing treatment, prevention, education, and housing.

QOPC is committed to serving the St. Louis community with passion, a humble spirit and a belief in the possibilities. One of eight federated agencies of Catholic Charities of St. Louis, QOPC is a separate 501(c)(3) non-profit organization and has its own Board of Directors. We are licensed by Missouri Department of Mental Health and accredited by the Council on Accreditation.

POSITION DESCRIPTION
Provide evidence based, face-to-face goal-oriented individual and group counseling and participate as a member of the interdisciplinary treatment team. Promote the family-centered approach to treatment, encouraging child, family and partner involvement in treatment.

CORE FUNCTIONS
- Responsible for efficient delivery of services to clients according to approved policies and procedures meeting DMH, CSTAR and COA standards.
- Assist clients in establishing treatment plan, goals, objectives, as well as other functional aspects of their personal planning in the recovery process.
- Maintain clients' charts, records and files regarding goals, evaluation and updates in accordance with DMH and CSTAR standards.
- Assist in communicating with outside agencies, such as treatment centers, AA, Catholic Charities' agencies and other resources to meet client needs.
- Provide individual substance use and mental health counseling and evaluation.
- Facilitate group counseling and group education sessions.
- Assist in intake assessment process as needed.
- Pursue continuing professional development, join appropriate professional groups, and attend pertinent meetings.
- Attend all staff meetings and keep abreast of program and client status, updates, and changes.
- Supervise program and activities in conjunction with or in absence of Program Director.
- Supervise general guidelines and hygiene of self, clients and of physical area utilized by agency.
- Provide case program consultation and make appropriate referrals.
- Assess, update and revise client’s progress and treatment plan per DMH, CSTAR and COA standards, or as needed.
- Meet minimum billing and productivity standards.
- Some evenings and weekends required.

CORE COMPETENCIES
- Sincere dedication to the mission of the Queen of Peace Center
- Highly skilled in developing interpersonal relationships in a highly professional manner
- Experience in working effectively and respectfully with people from many different backgrounds
- Proficiency in Microsoft windows and Outlook
- Creative and proactive problem solver
- Superb oral and written communication skills

QUALIFICATIONS
Education, Experience, and Training
- Master’s degree in social work, counselor, psychology or closely related field, and two years’ experience in treatment of substance use OR
- Qualified Addiction Professional (QAP) with a credential through MSAPCB of CADC, CRADC, CRAADC, CCJP, RADC-P, RADC, CDP or CDPD

APPLICATION INSTRUCTIONS
Please send cover letter and resume to Amber Simpson, asimpson@ccst.org.

Queen of Peace Center is an Equal Opportunity Employer.