



**JOB TITLE:** Counselor Assistant **JOB GROUP:** VI  
**LOCATION:** Various – Buffalo, Hamburg, North Collins  
**REPORTS TO:** Program Director **FLSA STATUS:** Non-Exempt

**SUMMARY:**

Responsible for supporting clinical staff in Certified Community Behavioral Health Clinic. Will provide supporting duties including requesting and organizing clinical/medical records, completing supportive documents for clinical staff, providing support to clinical and nursing staff as needed.

**RESPONSIBILITIES:**

- Coordinates care between clinical team, prescribers, and nursing staff
- Helps nurse oversee medication clinics
- Assists counselors in obtaining resources needed for group and individual sessions
- Oversees doctor schedule and insures productivity and adherence of schedules.
- Communicates with community resources (PCP, insurance companies, inpatient and detox facilities) involved in client care as per clinical staff's need.
- Obtains toxicology and lab reports for counselors and nurse
- Helps to complete court reports, completion of paperwork and other clinical data needed
- Coordinates and schedules with necessary medical appointments
- Manages general upkeep of waiting areas (e.g.making coffee, organizing waiting area, updating client bulletin boards) in order to maintain a clean, orderly environment
- Greet clients and visitors entering/exiting the building
- Supervises entryway and waiting areas to ensure waiting room rules are followed
- Other duties as assigned by the Program Director

**QUALIFICATIONS:**

Associates degree in health related field and 2 years of experience working with Addiction population or Bachelors degree in related field. A valid NYS driver's license and reliable vehicle. Bilingual English/Spanish, Arabic, or other language strongly preferred.

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