

Turning Point is a New Jersey drug and alcohol addiction treatment center based in Paterson, New Jersey. We have been a trusted source for drug and alcohol addiction treatment since 1975.

We are currently seeking full time Counselor Aides with availability to work a regular weekend schedule. The Counselor Aide provides direct supervision and support to clients in Turning Point's residential addiction treatment programs. This posting is recurring and may not reflect positions open at this time.

ESSENTIAL JOB FUNCTIONS INCLUDE:

Client Supervision and Support (65%) Provide direct supervision and support to clients in Turning Point's residential addiction treatment program.

1. Maintain high visibility in client areas to provide assurance of structure and supervision.
2. Perform periodic roll calls/ counts to assure that all clients are accounted for
3. Assist/ supervise clients in maintaining the safety and cleanliness of the facility. Perform daily inspections of facility as assigned.
4. Give and receive shift report, head count, keys, etc. at the change of shift.
5. Assist clients in attaining structure by strictly following established schedule
6. Observe and document client behavior interacting with peers and staff
7. Assist in the supervision and serving of meals
8. Transport and supervise clients to and from all off-site appointments and record in desk log and client's file.

Documentation and Communication (15%)

1. Document all significant client interaction in client chart.
2. Complete incident reports of any unusual occurrences and submit to appropriate supervisors
3. Aid clients in following rules and regulations of Turning Point, reporting any problems to Shift Charge and Primary Counselor and document in client chart.
4. Report any significant occurrences during shift to Shift Charge or Nurse.
5. Contact charge person on call for any emergencies.

Clinical Support (10%)

1. Prepare and present didactic sessions on chemical dependency and other related issues to clients.
2. Participate in counseling team by assisting assigned primary counselor in managing client caseloads.

3. Establish rapport and trust with team caseload; meet informally or “check in” with assigned caseload (client contact, not individual sessions) on each shift
4. Knowledge of 12-step program and experience in healthcare facilities
5. High school diploma or equivalent, Undergraduates are a preferred (Addictions /Counseling / Behavioral Health).
6. Satisfactory NJ driver's license record and must be reliable

PREFERRED QUALIFICATIONS

1. Fluency with the use of computers, electronic health record systems and Microsoft Office
2. Strong organization, interpersonal and teamwork skills, attentive to details
3. Knowledge of 12-step program and experience in healthcare facilities
4. High school diploma or equivalent, Undergraduates are a preferred (Addictions /Counseling / Behavioral Health).
5. Satisfactory NJ driver's license record and must be reliable

We welcome candidate resume submissions on an ongoing basis. This posting is recurring and may not reflect positions open at this time.