



Options Treatment Programs Inc.
1000 N. Lynndale Drive Suite C
Appleton, WI 54914-3057

Substance Abuse Counselor

Options Treatment Programs Inc is seeking a self-motivated and committed Substance Abuse Counselor or Clinical Substance Abuse Counselor to provide AODA counseling in our Appleton office. As a Substance Abuse Counselor you will conduct individual and/or group sessions. Additional tasks include: assessing, treating and counseling clients, developing individualized treatment plans that define long term and short term goals that match with proper AODA interventions in accordance to documentation requirements and completing treatment plans as outlined by HFS 75.

As a Substance Abuse Counselor you will document clinical services delivered within 24 hours of seeing clients. You will also keep records of client contact and complete any/all authorizations to ensure clinical services are billed in a timely manner. Additional responsibilities include: maintaining appropriate sized caseload to meet productivity requirements, attending staff meetings for agency communication, clinical staff meetings and trainings, and coordinate services for patients with other community/medical providers.

Qualified candidates will possess a valid State of Wisconsin Substance Abuse Counselor or Clinical Substance Abuse Counselor Certification, excellent written communication skills, strong computer skills, and the ability to work as part of a cohesive team in a fast-paced environment.

Submit resume and salary requirements to:

Options Treatment Programs
Attn: Human Resources
502 E New York Ave
Oshkosh, WI 54901

or by email to info@optionstx.com, with a subject line reading "Options Resume Submission".

Options Treatment Programs is an EQUAL OPPORTUNITY EMPLOYER