



**Recovery Resource Center Program  
Position Description  
Assessment Specialist  
Mon-Fri / 4 days in office, 1 day remote**

**Purpose:** To work with clients in need of linkage and referral to substance use treatment and complete a variety of assessments, including the Alabama Department of Mental Health approved placement assessment.

**Scope:** This position interacts with the following areas:

- Recovery Resource Center Leadership Team
- Recovery Resource Center Project Manager
- Multidisciplinary Oversight Team

**Working Relationships:**

- Reports directly to the RRC Clinical Care Coordinator and Program Director
- Reports periodically to the Crisis Center, Inc. Leadership team

**Qualifications:**

- Master's degree in social work or counseling;
- Current licensure or certification; or willingness to obtain within 24 months of hire
- Two years of program related experience;
- Must possess an understanding of substance use disorder and recovery;
- Demonstrates an understanding of the American Society of Addiction Medicine (ASAM) Criteria and the continuum of care;
- Demonstrates ability to act in a professional manner at all times as a representative of the agency;
- Confident, articulate, and professional speaking ability.

**Duties and Responsibilities:**

1. Complete the Alabama Dept. of Mental Health approved placement assessment based on the American Society of Addiction Medicine (ASAM) Criteria for clients as required.
2. Work with other team members to identify and make appropriate referrals.
3. Communicate with treatment providers and community partners during referral process.
4. Complete other assessments as needed.

Please send a resumé and cover letter to John Bayles at [jbayles@crisiscenterbham.org](mailto:jbayles@crisiscenterbham.org).

5. Understand and describe the ASAM levels of care to clients throughout the linkage and referral process.
6. Other duties as assigned.

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