

Program Description
Graduate Certificate in Alcohol and Drug Counseling
To be offered by Indiana University at multiple campuses

1. Characteristics of the Program

- a. Campus(es) Offering Program – Collaborative Degree Shared by
Indiana University Bloomington
IUPUC
Indiana University Kokomo
Indiana University South Bend
- b. Scope of Delivery: State and Nationwide as Multi-Campus Consortium
- c. Mode of Delivery: hybrid
- d. Other Delivery Aspects: practicum
- e. Academic Unit(s) Offering Program by campus:
School of Education, Bloomington
Division of Science, IUPUC
School of Humanities and Social Sciences, Kokomo
School of Education, South Bend

2. Rationale for the Program

- a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- Why is the institution proposing this program?

The hybrid collaborative Graduate Certificate in Alcohol and Drug Counseling program will allow students holding a bachelor’s degree in a field related to psychology or counseling to earn a graduate credential, and it will also attract students from a variety of backgrounds such as current practitioners in the helping professions. The certificate curriculum will support individuals who are interested in seeking certification as Licensed Addiction Counselors (LAC) and conforms to the LAC standards.

- How is it consistent with the mission of the institution?

The [Indiana University Bicentennial Strategic Plan](#) affirms that the University and its academic programs will provide an excellent, rigorous education by adopting innovative modes of teaching and learning to improve students’ educational achievements to meet the needs of Indiana, the nation, and the world.

As a part of this initiative, the university developed IU Online to serve as administrative home to “coordinate and catalyze IU’s efforts in this area.” The plan summarizes the specific benefits as follows:

Online and hybrid delivery allow IU, through IU Online, to expand its offerings across campuses in a cost-effective way, through developing systems of shared online resources. IU will complete, through IU Online, a university-wide framework for online education, to enhance

instructional quality and support, and create scalable economies in course and program delivery for all campuses.

- How does this program fit into the institution’s strategic and/or academic plan?

The Graduate Certificate in Alcohol and Drug Counseling answers the charge of the [Indiana University Bicentennial Strategic Plan](#) to provide students with an excellent education that promotes access, retention, and completion through innovative online instruction that accommodates the work schedules and family demands of working students.

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Online delivery will allow IU, through IU Online, to expand its offerings across campuses in a cost-effective way, through developing systems of shared online resources. IU will complete, through IU Online, a university-wide framework for online education, to enhance instructional quality and support, and create scalable economies in course and program delivery for all campuses.

- How does this program build upon the strengths of the institution?

The Graduate Certificate in Alcohol and Drug Counseling is proposed as a collaborative program to be delivered by four IU campuses—Bloomington, East, IUPUC, Kokomo, and South Bend. By design, this joint program provides efficiencies of scale while maintaining the unique characteristics of the regional campuses.

See Appendix 1 for web addresses to the following documents:

- [Indiana University’s Mission Statement](#)
- [Indiana University Bicentennial Strategic Plan](#)
- [IU Online: A Collaborative Model for Online Education at Indiana University](#)

b. State Rationale

- How does this program address state priorities as reflected in the ICHE’s 2020 strategic plan [Reaching Higher in a State of Change: Indiana’s Agenda for Higher Education](#)?

The proposed collaborative Graduate Certificate in Alcohol and Drug Counseling will address each one of the three goals cited in *Reaching Higher in a State of Change: Indiana’s Agenda for Higher Education*.

- I. Completion—The Graduate Certificate in Alcohol and Drug Counseling is designed to provide online students with a flexible program of study with applied practicum component. This certificate focuses on the knowledge, skills, and applied expertise needed to support individuals struggling with the ongoing addiction crisis facing both the nation and the State of Indiana.

- II. Equity— The collaborative model for IU’s online Graduate Certificate in Alcohol and Drug Counseling brings together the collective expertise of world-class faculty and multiple Indiana University campuses with the goal of incorporating the latest evidence-based research and technological innovation in online education to improve student learning. This educational model aligns with the Indiana Commission for Higher Education’s goal to provide more Hoosiers access to affordable, flexible opportunities for education. IU Online’s collaborative partnership model leverages the expertise and resources of campuses to support student success from the admissions/recruitment phase through an orientation to online learning, academic supports such as online math and writing tutoring, success coaching, financial and career services. These online wrap-around support services promote the goal of helping more students obtain educational opportunity.
- III. Talent—The state and national workforce demand for professional counselors trained in substance abuse counseling continues to grow as opioid and other drug abuse numbers continue to trend upward. The collaborative Graduate Certificate in Alcohol and Drug Counseling will provide a rigorous program of study that includes coursework on theories and techniques of addiction counseling, clinical appraisal and assessment, and a practicum component, thus ensuring that graduates will have the skills and expertise required to contribute to help address this pressing crisis.

c. Evidence of Labor Market Need

i. National, State, or Regional Need

- Is the program serving a national, state, or regional labor market need?

The U. S. Bureau of Labor Statistics (BLS) and the Indiana Department of Workforce Development (DWD) employment projections indicate a significant shortage in for substance abuse counselors in national and state labor market. In addition, the education consulting firm EMSI: Labor Market Analytics also predicted similar growth rates in job listings and projects demand for people with professional credentials in alcohol and drug counseling working in social work, mental health, psychology, behavioral health, substance abuse, case management, and family therapy professionals in the Indiana, Kentucky, Ohio, and Michigan regions.

Source: EMSI: Labor Market Analytics. “Program Market Demand: Substance Abuse/Addiction Counseling Q4 2018 Data Set.” 2018.

See Appendix 2 for Indiana DWD and/or U.S. Department of Labor Data source data.

ii. Preparation for Graduate Programs or Other Benefits

- Does the program prepare students for graduate programs or provide other benefits to students besides preparation for entry into the labor market?

Although this program does not lead directly to licensure, it incorporates the specific types of field experience expected of individuals pursuing licensures as Licensed Addiction Counselors (LAC) and Licensed Clinical Addictions Counselors (LCAC).

iii. Summary of Indiana DWD and/or U.S. Department of Labor Data

The projected 10-year growth rates (2016-2026) for these types of positions is above the national average with the number of drug addictions counseling positions expected to growth at 22%, the number of social worker positions expected to growth at 11%, and the number of psychologist positions expected to grow at 14%. The Indiana employment projections mirror this pattern. As of 2018, average family case manager salaries in Indiana were \$37,460; average alcohol and drug counselor salaries were \$38,270, and average psychologist salaries were \$63,540.

See Appendix 2 for Indiana and/or U.S. Department of Labor Data source data.

iv. National, State, or Regional Studies

- Summarize any national, state, or regional studies that address the labor market need for the program.

In a survey conducted between conducted between September 2016 and August 2017, education consulting firm EMSI: Labor Market Analytics compiled the following employment data. Using the Bureau of Labor Statistics Standard Occupation Code (SoC) 21-1018 Substance Abuse, Behavioral Disorder, and Mental Health Counselors, their survey found:

- 14,743 job listings in substance abuse counseling and related fields in Indiana, Illinois, Kentucky, Michigan, and Ohio.
- Steady growth in Indiana job numbers are projected to grow at the national average.
- Average salaries in Indiana, Kentucky, Ohio, Michigan, and Illinois for graduates in this field are \$49,950. This average salary is above the average living wage for Indiana, Kentucky, Ohio, Michigan, and Illinois of \$30,817.

v. Surveys of Employers or Students and Analyses of Job Postings

- Summarize the results of any surveys of employers or students and analyses of job postings relevant to the program.

See Appendix #3 for recent job listings for substance abuse and mental health counselors, substance abuse/addictions therapists, and social workers positions in Indiana posted in the summer of 2020.

1. Substance Abuse/Mental Health Counselor | The Transition House of Indiana, located in Indianapolis, IN
2. Substance Abuse Therapist for the Opioid Treatment Program | Valle Vista Health System, located in Greenwood, IN
3. Substance Abuse Counselor | State of Indiana at Richmond State Hospital, located in Richmond, IN
4. Addictions Therapist | Cummins Behavioral Health Systems, Indianapolis, IN
5. Family Case Manager | State of Indiana, a variety of Indiana counties: e.g., Versailles, Indianapolis, Brookville, Fort Wayne, Jasper, IN

3. Cost of and Support for the Program

a. Costs

i. Faculty and Staff

- Of the faculty and staff required to offer this program, how many are in place now and how many will need to be added (express both in terms of number of full- and part-time faculty and staff, as well as FTE faculty and staff)?

The faculty and staff required to deliver this degree are in place. Indiana University has been highly proactive in its stance toward online education and provided many support systems to faculty who want to learn to teach in the online context.

See Appendix 4 for Faculty and Staff Detail

ii. Facilities

- Summarize any impact offering this program will have on renovations of existing facilities, requests for new capital projects (including a reference to the institution's capital plan), or the leasing of new space.

This program will not require any renovations or new space.

iii. Other Capital Costs (e.g. Equipment)

- Summarize any impact offering this program will have on other capital costs, including purchase of equipment needed for the program.

No additional capital costs are required.

b. Support

i. Nature of Support (New, Existing, or Re-allocated)

- Summarize what reallocation of resources has taken place to support this program.

The Offices of Online Education (OOE) and Collaborative Academic Programs (OCAP) coordinate and support the delivery of IU's multi-campus online degrees. Campus-specific costs will be covered by existing resources.

- What programs, if any, have been eliminated or downsized in order to provide resources for this program?

None

ii. Special Fees above Baseline Tuition

Students will be assessed an existing \$30 per credit distance education fee, in addition to baseline Trustee approved tuition and mandatory fees. This fee supports online infrastructure, compliance, course design, and student support services.

4. Similar and Related Programs

a. List of Programs and Degrees Conferred

i. Similar Programs at Other Institutions

- CHE staff will summarize data from the Commission’s Program Review Database on headcount, FTE, and degrees conferred for similar programs in the public sector, as well as information on programs in the non-profit and proprietary sectors, to the extent possible.
- See *CHE Appendix A: Similar Programs at Other Institutions, Detail*

ii. Related Programs at the Proposing Institution

- CHE staff will summarize data from the Commission’s Program Review Database on headcount, FTE, and degrees conferred for related programs at the proposing institution.
- See *CHE Appendix B: Related Programs at the Proposing Institution*

b. List of Similar Programs Outside Indiana

- If relevant, institutions outside Indiana (in contiguous states, MHEC states, or the nation, depending upon the nature of the proposed program) offering (on-campus or distance education) programs that are similar:

The following face-to-face programs would be competitors to this degree program:

[University of Indianapolis](#) offers two graduate programs in Addictions Counseling: Master of Arts in Addictions Counseling, Interprofessional Certificate in Addictions.

Eastern Michigan University

University of Wisconsin - Oshkosh

Ohio State University – Main campus

University of Illinois at Urbana-Champaign

Northern Illinois University

The following list includes highly ranked 100% online programs that could compete with this program:

[Purdue Global University](#) offers an online graduate certificate in Addictions.

[Indiana Wesleyan University](#) offers an online Master’s in Clinical Addictions Counseling

University of Central Florida

Kansas State University

Southern New Hampshire University

c. Articulation of Associate/Baccalaureate Programs

Not Applicable

d. Collaboration with Similar or Related Programs on Other Campuses

This Graduate Certificate program is shared by four campuses, all of whom offer coursework in counseling education. The collaborative hybrid Graduate Certificate in Alcohol and Drug Counseling will be listed with the other online programs posted at IU Online web portal and will receive marketing and recruitment support from the Office of Online Education (OOE). OOE staff and representatives will be trained to answer initial responses regarding the program and refer prospective students to the campuses for follow-up. OOE will partner with this academic program to provide marketing and

recruitment campaigns that reinforce the overall recruitment message and maximize the utilization of OOE, campus, and program resources. OOE will provide effective tracking of marketing campaigns and establish Return on Investment for marketing and recruitment of IU Online students.

In addition, OOE will provide a suite of services for online students, such as

- onboarding/orientation to online education at IU,
- success coaching and mentoring services,
- math and writing tutoring,
- career services.

5. Quality and Other Aspects of the Program

a. Credit Hours Required/Time To Completion

The Graduate Certificate in Alcohol and Drug Counseling is 18 credit hours overall. Students taking six credits per semester and over the summer will be able to complete the degree in one year although it is more likely that many students in this program will be working adults and may elect to take three credits per semester which will extend the time to degree to two years.

See Appendix 5 for Credit Hours Required/Time To Completion, Detail

b. Exceeding the Standard Expectation of Credit Hours

Not Applicable

c. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master.

Program Learning Outcomes: Program Goals:

Students in the Graduate Certificate in Alcohol and Drug Counseling will undergo theoretical and practical instruction, and upon completion demonstrate expertise in the following four core content areas:

1. Addiction counseling theories and techniques
2. Clinical appraisal and assessment
3. Clinical problems and applications
4. Psychoactive drugs and psychopharmacology

In addition to completing rigorous coursework, students will complete supervised practicum in the field to include at least three hundred fifty (350) hours of addiction counseling services.

Learning Outcomes for required coursework align with State of Indiana licensing standards and informed by national standards for addiction counselors.

Requirement #1: Addiction Counseling Theories and Techniques

Upon completion, students will:

1. Synthesize theories and models of counseling.
2. Demonstrate an understanding of the major theories of alcohol and drug addiction.

3. Recognize developmentally relevant counseling treatment or intervention plans.
4. Evaluate evidence-based counseling strategies, techniques, professional literature for prevention and intervention.
5. Incorporate strategies to promote client understanding of and access to a variety of community-based resources.
6. Apply theories of alcohol and drug addiction to simulated and real-life situations.
7. Recognize developmentally relevant counseling treatment or intervention plans.
8. Evaluate evidence-based counseling strategies and techniques for prevention and intervention.
9. Incorporate strategies to promote client understanding of and access to a variety of community-based resources.

Requirement #2: Clinical Appraisal and Assessment

Upon completion, students will:

1. Explore screening, assessment, and testing for addiction, including diagnostic interviews, mental status examination, symptom inventories, and psychoeducational and personality assessments
2. Demonstrate basic screening and assessment skills in simulated counseling situations
3. Examine psychological tests and assessments specific to addiction counseling
4. Select appropriate screening and assessment tools
5. Critique professional scholarship in the field of alcohol and drug addiction
6. Incorporate assessment of biopsychosocial and spiritual history relevant to addiction
7. Understand the importance of culture in the screening and assessment of alcohol and drug addiction
8. Demonstrate a willingness to consider other persons' viewpoints and opinions concerning alcohol and drug addiction
9. Understand the ways in which technology can be used in screening and assessment of alcohol and drug problems
10. Demonstrate the ability to work collaboratively with others and maintain a professional demeanor
11. Apply ethical standards for alcohol and addition counselling paying particular attention to the issues of confidentiality and best practices for handling sensitive information.
12. Learn and understand the 12 core functions of an addiction counselor (Screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports, and record keeping, & consultation)

Requirement #4: Psychoactive Drugs and Psychopharmacology

Upon completion, students will:

1. Incorporate history and development of addiction counseling
2. Synthesize neurological, behavioral, psychological, physical, and social effects of psychoactive substances and addictive disorders on the user and significant others

3. Demonstrate an understanding of the different types of psychoactive drugs and their physiological effects on the body
4. Analyze potential for addictive and substance use disorders to mimic and/or co-occur with a variety of medical and psychological disorders
5. Evaluate factors that increase the likelihood for a person, community, or group to be at risk for or resilient to psychoactive substance use disorders
6. Explore regulatory processes and substance abuse policy relative to service delivery opportunities in addiction counseling
7. Integrate classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate medical referral and consultation
8. Evaluate diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD)
9. Explore cultural factors relevant to addiction and addictive behavior
10. Integrate and develop screening, assessment, and testing for addiction, including diagnostic interviews, mental status examination, symptom inventories, and psychoeducational and personality assessments
11. Incorporate assessment of biopsychosocial and spiritual history relevant to addiction
12. Differentiate assessment for symptoms of psychoactive substance toxicity, intoxication, and withdrawal

Requirement #5: Multicultural Counseling

Upon completion, students will:

1. Develop multicultural awareness, knowledge, and skills.
2. Examine how their cultural background, attitudes, and beliefs impact both their views of individuals who are 'culturally different' as well as the counseling process.
3. Identify the various dimensions of culture.
4. Develop skills relevant to working with clients from diverse backgrounds and how to incorporate a multicultural framework into the practice of counseling.
5. Explain the dynamics of oppression, power, privilege, domination, and subjugation as they relate to cultural diversity.
6. Formulate culturally relevant interventions or counseling strategies.
7. Compare and contrast models and techniques designed to increase skills in working with a variety of diverse minority groups.
8. Apply counseling skills necessary to address the mental health needs of diverse clients, concentrating on prevention, intervention, and crisis management.
9. Examine and identify the most salient (pressing, prominent) issues in multicultural counseling to enhance your cultural competence in working with diverse clients.
10. Analyze and critique your attitudes, beliefs, and previous interactions you have had with culturally diverse groups and evaluate how that may influence your future clinical work.

Requirement #6: Practicum in Alcohol and Drug Counseling

Upon completion, students will:

1. There are specific field experience requirements for the LAC and LCAC, including requirements for total overall hours, number of face-to-face (direct service) hours, individual supervision hours, group supervision hours, qualifications of supervisors, and modes of supervision. It is students' responsibility to ensure that their course work and field experiences meet requirements set forth by the Indiana Professional Licensing Agency (or other state licensing agency) when applying for the LAC or LCAC. Upon completion, students will:
2. Integrate professional scholarship and issues of diversity and multiculturalism as they relate to addictions mental health counseling and incorporate those principles to clinical situations at a level consistent with current stage of professional development.
3. Evaluate counseling interventions, applied research, and available community resources to build and further develop counseling knowledge and skills.
4. Understand, develop, and demonstrate basic and advanced helping skills and provide individual and group counseling for a wide range of addiction counseling clients at the field experience site.
5. Incorporate individual and group supervision effectively.
6. Collaborate with others, maintain a professional demeanor, and relate a willingness to consider other persons' viewpoints and opinions concerning addictions mental health counseling.
7. Anticipate and adapt to ethical standards in the field.
8. Formulate and implement plans for behavior change based on information collected through appraisal of recorded data and counseling sessions through a collaborative counselor-client endeavor.
9. Prepare and maintain records required by the agency where placed.
10. Demonstrate the ability to identify and utilize evidence-based counseling techniques with addiction issues.
11. Demonstrate experience and adequate performance in each of the 12 core functions of an addiction counselor. These are screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports, and record keeping, & consultation.

d. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.

The Graduate Certificate in Alcohol and Drug Counseling will identify signature assessments and develop a primary trait rubric for each of the learning outcomes associated with program goals. The Office of Collaborative Academic Programs will post the rubrics to instructors' courses hosted within Canvas Learning Management System (LMS). Each instructor in the program will evaluate at least one assignment using the rubric to assess how students in the course met its designated learning outcome.

The steering committee will hold an annual meeting to review the assessment rubric results to evaluate the effectiveness of the overall curriculum, and consider how the curriculum can be improved

The Office of Collaborative Academic Programs will support faculty in the collection of assessment data for the collaborative Graduate Certificate in Alcohol and Drug Counseling and will facilitate sharing of the yearly results to appropriate campus stakeholders. A full program-review based on assessment data will be conducted in the spring semester of the fourth year (following implementation) of the program and prior to the expiration of the current Memorandum of Agreement

e. Licensure and Certification

Course work and accompanying field experience for the collaborative hybrid graduate certificate in Alcohol and drug Counseling meets requirements set forth by the Indiana Professional Licensing Agency (or other state licensing agency) for the Licensed Addictions Counselor (LAC) and the Licensed Clinical Addictions Counselor (LCAC).

f. Placement of Graduates

- Please describe the principle occupations and industries, in which the majority of graduates are expected to find employment.

Counselor, case manager, clinician, clinical supervisor, analyst, therapist, technician, practitioner, crisis specialist: crisis, mental health, behavioral health, clinical dependency counselor, psychologist, outpatient, family, school, substance abuse/addictions, license professional counselor (LPC), social services, and mental health.

- If the program is primarily a feeder for graduate programs, please describe the principle kinds of graduate programs, in which the majority of graduates are expected to be admitted.

While the audience for the collaborative online Graduate Certificate in Alcohol and Drug Counseling is likely to be a mix of working adults and full-time graduate students, some students may enjoy the graduate coursework to the degree that they will pursue admission to a graduate degree program although this certificate program is not likely to produce significant numbers of graduate school applicants.

g. Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.

There is no one national body that accredits Drug and Alcohol Counseling programs; however, the field is organized around a set of nationally recognized training and education standards developed by two leading national organizations, the Licensed Addiction Counselors (LAC) and the Licensed Clinical Addictions Counselors (LCAC). These bodies set national standards, and many states including Indiana, align their licensing procedures with them. The curriculum of the Graduate Certificate in Drug and Alcohol Counseling incorporates these standards and prepares students to become licensed counsellors in Indiana.

6. Projected Headcount and FTE Enrollments and Degrees Conferred

This information is not required for new graduate certificate programs.

Appendix 1: Institutional Rationale Detail

- Indiana University's 2014 Mission Statement is posted to the IU website at:
<https://strategicplan.iu.edu/mission-values-vision/mission.html>
- Indiana University Bicentennial Strategic Plan posted to the IU website at:
<https://strategicplan.iu.edu/plan/education.html>
- January 2016 IU Online: A Collaborative Model for Online Education at Indiana University posted to the IU website at:
https://teachingonline.iu.edu/about/staff/collaborative_model.html

Appendix 2: Summary of Indiana and/or U.S. Department of Labor Data

Indiana and US Department of Labor Data – Substance Abuse, Behavioral Disorder, and Mental Health Counselors

| Quick Facts: Substance Abuse, Behavioral Disorder, and Mental Health Counselors | US National | Indiana |
|---|---------------------------------|----------|
| 2018 Median Pay | \$44,630 per year | \$38,270 |
| Typical Entry-Level Education | Bachelor’s degree | |
| Work Experience in a Related Occupation | None | |
| On-the-job Training | None | |
| Number of Jobs, 2018 | 304,500 | 2,170 |
| US Job Outlook, 2018-2028 Indiana Job Outlook, 2016-2026 | +22% (Much faster than average) | +23% |
| Employment Change, 2018-2028 | 68,500 | 2,660 |

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Substance Abuse, Behavioral Disorder, and Mental Health Counselors, retrieved April 8, 2018

<https://www.bls.gov/ooh/community-and-social-service/substance-abuse-behavioral-disorder-and-mental-health-counselors.htm>

O*NETOnline, Summary Report: retrieved April 8, 2018 <https://www.onetonline.org/link/summary/21-1023.00>

Appendix 2: Summary of Indiana and/or U.S. Department of Labor Data

US Department of Labor Data – Child, Family, School Social Workers

| Quick Facts: Social Workers | US National | Indiana |
|--|------------------------------------|-------------------|
| 2018 Median Pay | \$49,760 per year | \$37,460 |
| Typical Entry-Level Education | Bachelor's degree | Bachelor's degree |
| Work Experience in a Related Occupation | None | |
| On-the-job Training | Supervised fieldwork or internship | |
| Number of Jobs, 2018 (US) 2016 (Indiana) | 317,600 | 6,190 |
| Job Outlook, 2016-2026 (US & Indiana) | +11% (Much faster than average) | +12% + |
| Employment Change, 2018-2028 (US) 2016-2026 (Indiana) | 75,000 | 6,930 |

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Social Workers: retrieved April 8, 2018 <https://www.bls.gov/ooh/community-and-social-service/social-workers.htm>

O*NETOnline, Summary Report: retrieved April 8, 2018 <https://www.onetonline.org/link/summary/21-1021.00>

Appendix 2: Summary of Indiana and/or U.S. Department of Labor Data

Indiana and US Department of Labor Data – Psychologists

| Quick Facts: Psychologists | US National | Indiana |
|---|--|--|
| 2018 Median Pay | \$79,010 per year | \$63,540 |
| Typical Entry-Level Education | Doctoral degree (Psy. D or Ph.D.); a master’s degree is sufficient for some positions. Licensure required. | Doctoral degree (Psy. D or Ph.D.); a master’s degree is sufficient for some positions. Licensure required. |
| Work Experience in a Related Occupation | Internship/residency | Internship/residency |
| On-the-job Training | | |
| US Job Outlook, 2018-2028 Indiana Job Outlook, 2016-2026 | 181,7000 | 1,750 |
| Job Outlook, 2018-2028 | +14% (much faster than average) | +15% |
| Employment Change, 2018-2028 | 26,100 | 2,020 |

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Substance Abuse, Behavioral Disorder, and Mental Health Counselors, retrieved April 8, 2018

<https://www.bls.gov/ooh/life-physical-and-social-science/psychologists.htm>

O*NETOnline, Summary Report: retrieved April 8, 2018 <https://www.onetonline.org/link/summary/19-3031.03>

Appendix 3: Job #1 Posting Substance Abuse Counselor

Date Posted: 4/6/2020

Location: The Transition House of Indiana, located in Indianapolis, IN

Date Closing: open until filled

The Transition House Inc. is a non-profit agency serving individuals that are struggling with substance use and mental health issues. We provide services to children, adults and families.

Job Summary:

Provide evidenced based services in a newly opened outpatient office. Responsible for service delivery to clients in accordance with all contracts, licenses and agency policies and procedures. Responsible for marketing and networking within the community to expand services in the area.

You must be able to be:

- Dependable and Reliable
- Ensure implementation of evidenced based practices
- Develop and implement Individual treatment plans
- Facilitate case conferences and discharge conferences for clients
- Oversee coordination of psychiatric and behavioral health services
- Oversee timely notification of referral dispositions
- Actively participate in staff meetings and group supervision
- Provide Crisis management
- Complete all necessary paperwork promptly

Qualifications:

- Licensed or certified in the state of Indiana
- Master's in counseling, psychology, social work or other related field
- At least 1 year of Clinical experience
- Proficiency in report writing and computer skills
- Must have valid drivers license and vehicle

Benefits:

- Competitive Salary based on experience and licensure
- Trainings and Professional Development
- Paid Holidays
- Medical and Dental Insurance
- Flexible Schedules
- Pathway to a long-term career

Essential Duties and Responsibilities

- Service Delivery and Client Care
- Marketing and Business Development

Job Type: Full-time

Salary: \$35,000.00 to \$55,000.00 /year

Retrieved 6 April 2020,

<https://www.indeed.com/jobs?q=Substance%20Abuse%20Counselor%20transition%20house&l=Indiana&vjk=c9c33e3ef5da2f0c>

Appendix 3: Job Listing #2 Substance Abuse Therapist – Opioid Treatment Program

Category: Professional, Behavioral Health - Counselor, Behavioral Health - Support Staff, Behavioral Health - Technician, Behavioral Health - Therapist, Social Worker, Support Staff

Date Posted: 4/6/2020

Req ID: 36620

Location: Valle Vista Health System, located in Greenwood, IN

Date Closing: open until filled

Job Description:

The Opioid Treatment Program (OTP) Therapist is responsible for providing counseling, educational, and referral services to enrolled patients and their families as defined by OTP protocols. Counseling services include individual, group, and family counseling. The OTP Therapist completes individual psychosocial assessments and assigns treatment objectives and goals accordingly. The OTP Therapist works closely with other members of the interdisciplinary team to provide comprehensive care to enrolled patients.

Education:

Graduate of Master's Degree program in social work, mental health/behavioral sciences, or related field; Registered Nurse licensed in Indiana with nursing case management experience.

Licensure:

Qualified candidates must hold one of the following licenses/credentials—Certified Alcoholism and Drug Abuse Counselor (CADAC) II, Certified Alcoholism and Drug Abuse Counselor (CADAC) IV, Indiana Certified Addiction Counselor (ICAC) I, Indiana Certified Addiction Counselor (ICAC) II, Licensed Social Worker (LSW) or Licensed Clinical Social Worker with Medication Assisted Treatment Specialist (MATS), Licensed Clinical Addiction Counselor (LCAC), Licensed Addiction Counselor (LAC), Master Addiction Counselor (MAC), National Certified Addiction Counselor (NCAC) I, National Certified Addiction Counselor (NCAC) II, National Certified Adolescent Addictions Counselor (NCAAC).

Experience:

Previous knowledge and experience working with individuals with chemical dependency issues, with direct experience in family, individual and group therapy, case management, crisis intervention, and treatment skills, preferred.

Job Type: Full-time. Required to work flexible hours and weekends.

Salary: \$2,000 signing bonus. Competitive salary and comprehensive benefits package. Benefit Highlights: Challenging and rewarding work environment Career development opportunities within UHS and its Subsidiaries Competitive Compensation Excellent Medical, Dental, Vision and Prescription Drug Plan 401(K) with company match and discounted stock plan Generous Paid Time Off Free Meal Free Basic Life Insurance.

Additional Information:

UHS is a registered trademark of UHS of Delaware, Inc., the management company for Universal Health Services, Inc. and a wholly-owned subsidiary of Universal Health Services, Inc. Universal Health Services, Inc. is a holding company and operates through its subsidiaries including its management company, UHS of Delaware, Inc. All healthcare and management operations are conducted by subsidiaries of Universal Health Services, Inc. To the extent any reference to "UHS or UHS facilities" on this website including any statements, articles or other publications contained herein relates to our healthcare or management operations it is referring to Universal Health Services' subsidiaries including UHS of Delaware. Further, the terms "we," "us," "our" or "the company" in such context similarly refer to the operations of Universal Health Services' subsidiaries including UHS of Delaware. Any employment referenced in this website is not with Universal Health Services, Inc. but solely with one of its subsidiaries including but not limited to UHS of Delaware, Inc. UHS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at UHS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of UHS. No fee will be paid in the event the candidate is hired by UHS as a result of the referral or through other means. For more information about Valle Vista Health System, please visit our website at <https://vallevistahospital.com>

Retrieved 7 April 2020, <https://jobs.uhsinc.com/valle-vista-health-system/jobs/36620?lang=en-us>

Appendix 3: Job Listing #3 Substance Abuse Counselor, State of Indiana

Category: Professional, Behavioral Health - Counselor, Behavioral Health - Support Staff, Behavioral Health - Technician, Behavioral Health - Therapist, Social Worker, Support Staff

Date Posted: 3/12/2020

Req ID: 23901

Location: Richmond State Hospital, located in Richmond, IN

Date Closing: open until filled

Job Description: The Substance Abuse Counselor provides substance abuse information and counseling at Richmond State Hospital.

Essential Duties and Responsibilities

The Substance Abuse Counselor is required to cover classes related to substance abuse and recovery each week. This role is responsible for providing unit coordination when assigned. This individual must develop effective solutions to issues on addictions service for the treatment team. Must be able to work with other disciplines to coordinate services and assure quality control. This role will report goals and problems related to effective program outcomes to direct supervisor. Position performs duties/responsibilities as assigned or indicated based on the needs of the organization and at the discretion of the direct supervisor.

- Interacts professionally with residents, offenders, and other facility staff
- Teaches substance abuse concepts in both large and small group settings
- Provides case management at a state facility
- Demonstrates knowledge and ability to perform duties related to mental health illness concepts and behaviors
- Communicates with and works under the supervision of licensed psychologists.
- Works collaboratively with Psychology staff and interacts with interdisciplinary Treatment Teams.
- Provides consultation for Substance Abuse services as referred and/or assigned by direct supervisor.
- Complete treatment documentation including but not limited to progress notes, documentation, and treatment planning. Documentation is consistent with SOF, departmental, and HIPAA guidelines.

Personal Work Relationships

- This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.
- A high level of judgement and effective communication is required during times of contact with facility residents/offenders.
- Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.
- Facility residents or offenders may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the resident according to policies and procedures.

Physical Effort:

- This role performs work in an environment where sitting for extended periods of time could be expected.
- This role requires the ability to lift, carry, protect, or care for children in tense, uncomfortable situations.
- This role requires keen observational and hearing skills to stay alert for possible dangerous situations.
- This role requires legible handwriting to help partners in understanding written communication.

Working Conditions:

- This role performs work in a standard office environment.
- There is potential for exposure to infectious diseases in this role.
- This role performs work in a state operated hospital facility.

Required Skills:

- Licensed Addiction Counselor (LAC) or Licensed Clinical Addiction Counselor (LCAC) required.
- Knowledge of treatment of Substance Abuse and Addiction with components of mental illness.
- Have a high degree of interpersonal skills to work with various disciplines, staff, patients, and family members of patients.
- Lead and/or co-lead individual and/or group programs or classes based on evidence-based practice under the direct supervision of a licensed psychologist (HSPP).
- Basic computer skills to handle email and computer-generated forms
- Case management skills and ability to develop and implement treatment plans
- Ability to complete paperwork requirements in a timely fashion

Supervisory Responsibilities/Direct Reports: This role provides supervision for offenders and requires a high level of judgment and care.

Job Type: Full-time.

Benefits of Employment with the State of Indiana:

- The State of Indiana offers a comprehensive benefit package for full-time employees which includes:
- Four (4) medical plan options (including RX coverage) and vision/dental coverages
- Health savings account (includes bi-weekly state contribution)
- Deferred compensation account (similar to 401k plan) with employer match; Two (2) fully-funded pension plan options
- Group life insurance
- Employee assistance program that allows for covered behavioral health visits
- Paid vacation, personal and sick time off; Competitive leave policies covering a variety of employee needs; 12 company paid holidays, 14 on election years; New Parent Leave
- Qualified employer for the Public Service Loan Forgiveness Program

Retrieved 7 April 2020, <https://workforindiana.in.gov/job/Richmond-Substance-Abuse-Counselor-Richmond-State-Hospital-IN-47374/593832700/>

Appendix 3: Job Listing #4 Addictions Therapist

Category: Experienced licensed therapist or recent graduate with LAC or LCAC and a background in social work and/or mental health care.

Date Posted: March 2020

Location: Marion County, located in Indianapolis, IN

Date Closing: search paused due to covid-19

Job Description:

Cummins Behavioral Health Systems, Inc. is seeking an experienced licensed therapist or recent graduate with LAC or LCAC and a background in social work and/or mental health care, to a stimulating and rewarding career as an Addictions Therapist. The Addictions Therapist will join our existing clinician team in Indianapolis, Indiana within Marion County, providing one on one and group therapy and coordinating treatments.

Cummins is one of the State's top-rated community behavioral health and addiction providers in Customer Satisfaction as recognized by the Indiana Division of Mental Health and Addiction.

Essential Duties and Responsibilities

- Provide individual and group therapy with adults ages 16 years and older who have addictions
- Have frequent contact with community referral resources
- Complete accurate assessments and keep up to date documentation of services provided
- Be part of a close-knit team of clinicians including LMHCs and LCSWs
- Opportunities for professional development and ongoing trainings
- Participation in interdisciplinary Team Staffing with Psychiatrists and HSPP

Education/Experience:

- Must possess a master's degree in Social Work, Mental Health Counseling, or Marriage and Family Therapy
- Prefer a license as a clinical addiction counselor (LCAC) in the State of Indiana; or a license as an addiction counselor (LAC) in the State of Indiana with previous addiction experience.
- Prefer experience working with adults with addictions diagnosis or co-morbid diagnoses of Substance Use and Mental Health

Job Type: Full-time. Requires flexibility to work occasional afternoon or evenings.

Benefits of Employment

- *Competitive salaries*
- *Sign-on bonus*
- *Excellent work life balance (paid time off and holidays)*
- *Professional and Leadership Training and advancement*
- *Will provide clinical supervision hours at no cost*
- *Diverse career tracts*
- *Comprehensive insurance package*
- *Full reimbursement of licensure application and exam fees*
- *Clinical support from leaders in field*
- *Matching contributions to your 401K program*
- *We offer a \$2,000 sign on bonus to qualified Master's level Clinicians*

Retrieved 7 April 2020, <https://cumminsbhs.hirecentric.com/jobs/175087.html>

Appendix 3: Job Listing #5 Family Case Manager

Category: Social Worker | Req ID: 89625

Date Posted: 3/24/2020

Location a variety of Indiana counties: Versailles, Indianapolis, Brookville, Fort Wayne, Jasper, Clinton, Rockport, Rushville, Salem, New Castle, Petersburg, Princeton, Booneville, Vernon, Vincennes, Washington, Sullivan, Shelbyville, Shoals, Avon, Bedford, Bloomfield, Brookville, Greencastle.

Closing: open until filled

Mission: The Indiana Department of Child Services engages with families and collaborates with state, local and community partners to protect children from abuse and neglect and to provide child support services.

Vision: Indiana children will live in safe, healthy, and supportive families and communities.

Job Description: The purpose of the Family Case Manager role is to protect children from abuse and neglect and either maintain or reunify families whenever possible and, when in the best interest of the child, to achieve a permanent home or independent living for children unable to be reunited with their families in a timely manner. This role is expected to engage clients, staff, community partners and others in a manner consistent with the agency practice model grounded in standards of genuineness, empathy, respect, and professionalism while fostering a positive workplace culture and climate.

Essential Duties and Responsibilities

- Investigates reported incidents of child abuse, neglect, or dependency, makes determination of whether or not the incident is substantiated and develops recommendations to a Juvenile Court or County Director for disposition.
- Assesses safety and level of risk to the child for additional injury or harm, including whether the child is in imminent danger, and may remove the child from the family as the situation warrants; ensures child is placed in a protected environment.
- Performs needs assessments to determine treatment options for families and children evaluated to be abused/neglected or referred by law enforcement, other social service agencies or schools as a possible child in need of services (CHINS).
- Testifies in either a Juvenile or Criminal Court of Law concerning the needs of the families and children that are assigned to the individual's caseload, the families' ability to remedy the abusive/neglectful situation, or concerning alleged criminal activities of a parent or other perpetrator.
- Develops case plans collaboratively with families to assist them in becoming more self-sufficient in a safe and nurturing environment and to ensure a permanent home for the child. This plan must be developed in a manner that recognizes unique needs and the diverse backgrounds of the children and their families. Revises case plan as needed to meet the dynamic needs of the child and family.
- Monitors treatment plans of contractual service providers to determine if they are consistent with the case plan.
- Develops discharge/transition programming to assist families and children to attain and maintain self-sufficiency in a safe environment.
- Assesses the service capability of residential treatment programs and providers to ensure that they meet the needs of children and their families.
- Coordinates local service delivery for a family or children to assist them towards the establishment of a safe and stable home for children. Facilitates team meetings with the child and family along with their identified natural and formal supports to direct case planning.
- Counsels families regarding the social needs and skills of families and children.
- Conducts home studies, family histories and recommends placement for adoption to an adoption team and assumes lead role in decision making regarding the family to be selected to adopt the child.
- Visits children in out-of-home placements to coordinate family reunification, adoption, or independent living efforts.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

Education/Experience:

- Bachelor's degree from an accredited college/university is required with at least 15 semester hours or 21 quarter hours in Child Development, Criminology, Criminal Justice, Education, Healthcare, Home Economics, Psychology, Guidance and Counseling, Social Work, or Sociology required.
- BSW and/or MSW degree preferred.
- Required to possess and maintain a valid drivers' license, independent reliable automobile, and appropriate automobile insurance coverage at all times.
- Advanced knowledge of principles and practices of social work, casework, sociology and group and individual counseling including new methods and theories of treatment.
- Thorough knowledge of state and/or federal laws, regulations, guidelines, and standards affecting child protection services, foster care, family preservation and adoption.
- Thorough knowledge of related social services programs and ability to coordinate work among programs. Must be able to bring service providers to consensus to provide services and make recommendations to the court.
- Specialized knowledge of the interrelationships of the various behavioral sciences as they affect care and treatment of patients/clients and/or objectives of social work projects.
- Ability to investigate and interview alleged victims and perpetrators of child abuse or neglect in an appropriate and effective manner.
- Ability to work with families of diverse cultural/ethnic backgrounds with sensitivity to differences in child rearing practices, relationships and needs.
- Ability to work with children with special needs such as mental or emotional conditions, the foster families or the home willing to accept those children and the professionals who can appropriately provide services to them.
- Ability to exercise sound judgment while managing crises situations including those involving confrontational, aggressive adults being investigated for child abuse or neglect.
- Ability to manage multiple priorities, many of a life-threatening nature to ensure safety of families and children.
- Required to possess and maintain a valid drivers' license, independent reliable automobile and appropriate automobile insurance coverage at all times.

Supervisory Responsibilities/Direct Reports

This role does not provide supervision to direct reports.

Training Requirements

This role requires the incumbent to complete a mandatory twelve (12) week training session. The training session will consist of classroom-based modules and transfer of learning modules. Classroom instruction will occur in Indianapolis, Indiana and transfer of learning will occur in the local county office.

Job Type: Full-time. Requires flexibility to work occasional afternoon or evenings.

Benefits of Employment: The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Four (4) medical plan options (including RX coverage) and vision/dental coverages
- Health savings account (includes bi-weekly state contribution)
- Deferred compensation account (similar to 401k plan) with employer match; Two (2) fully-funded pension plan options
- Group life insurance
- Employee assistance program that allows for covered behavioral health visits
- Paid vacation, personal and sick time off; Competitive leave policies covering a variety of employee needs; 12 company paid holidays, 14 on election years; New Parent Leave
- Qualified employer for the Public Service Loan Forgiveness Program

Salary: The starting salary for the Family Case Manager position is \$35,776 annually. Upon successful completion of the cohort training, the salary will be increased to \$40,092 annually. Cohort training lasts approximately 12 weeks and is subject to change contingent upon successful completion of classroom and learning activities.

Retrieved 7 April 2020, <https://workforindiana.in.gov/job/Jasper-Family-Case-Manager-IN-47546/642316000/>

Appendix 4: Faculty and Staff, Detail

Indiana University Bloomington

Dr. Ellen Vaughan, Associate Professor of Counseling and Educational Psychology

Mary Waldron, Associate Professor of Counseling and Educational Psychology

Rebecca Martinez, Associate Professor of Counseling and Educational Psychology

Lynn Gilman, Clinical Assistant Professor; Director, Center for Human Growth

Indiana University IUPUC

Dr. Joan Poulsen, Associate Professor of Psychology

Dr. Diedre Hayman, HSPP, Clinical Professor of Psychology and Mental Health Counseling

Dr. Brian Russ, Michigan LPC, Indiana LMHC pending, Assistant Professor of Psychology and Mental Health Counseling

Indiana University Kokomo

Dr. Rosalyn Davis, HSPP, Clinical Associate Professor of Psychology

Dr. Joseph Waters, HSPP, Clinical Assistant Professor of Psychology

Dr. Yamini Bellare, HSPP, Clinical Assistant Professor of Psychology

Indiana University South Bend

Dr. Jeremy Linton, Associate Professor of Counseling and Human Services

Dr. Joseph Campbell, Assistant Professor of Counseling and Human Services

Dr. Kylie Rogalla, Assistant Professor of Counseling and Human Services

Appendix 5: Credit Hours Required/Time To Completion, Detail

a. Required courses & degree map

| Collaborative Hybrid Graduate Certificate in Alcohol and Drug Counseling Requirements | | |
|---|---|------------|
| Learning Outcomes for required coursework align with State of Indiana licensing standards and informed by national standards for addiction counselors. <i>One 3 credit course per learning outcome</i> | | Crs |
| 1. Addiction Counseling Theories and Techniques | EDUC G510 Intro Alcohol and Drug Counseling | 3 |
| | PSY G510 Alcohol and Drug Counseling | |
| | PSY P535 Introduction to Addictions Counseling | |
| 2. Clinical Appraisal and Assessment | EDUC G511 Screening and Assessment of Alcohol and Drug Abuse Problems | 3 |
| | PSY G505 Clinical Appraisal and Assessment | |
| | PSY P540 Principles of Psychological Assessment and Prediction | |
| 3. Clinical Problems and Applications | EDUC G512 Counseling Approaches with Addictions | 3 |
| | PSY G512 Counseling Approaches with Addictions | |
| 4. Psychoactive Drugs and Psychopharmacology | EDUC G513 Legal and Illegal Drugs of Abuse | 3 |
| | PSY G513 Psychopharmacology and Counseling | |
| 5. Diversity | PSY I501 Multicultural Counseling | 3 |
| | PSY G575 Multicultural Counseling | |
| | EDUC G575 Multicultural Counseling | |
| 5. Practicum | PSY G524 Practicum in Mental Health Counseling | 3 |
| | EDUC G647 Advanced Internship in Counseling | |
| | PSY G550 Internship in Mental Health Counseling | |
| | EDUC G514 Practicum in Alcohol and Drug Counseling | |