## Redwood Community Action Agency

**Family Services Division**

**JOB ANNOUNCEMENT**

**TITLE: SUBSTANCE ABUSE COUNSELOR**

**STATUS: Part-time, 24 hours per week**

**SALARY: $15.00 hour**

**AVAILABLE: Immediately**

**DEADLINE: Completed applications must be returned to RCAA by April 30, 2014 by 5:00 pm**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org)

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted.

**POSITION PURPOSE**

Under the general supervision of the Family Services Director or his/her designee, the Substance Abuse Counselor provides substance abuse counseling to individuals, groups and families in Transitional Living Facilities using a harm-reduction model. The Counselor facilitates support groups, participates in substance abuse prevention and education programs, and performs related work as assigned. The Substance Abuse Counselor will assist with facility operations, provide direct supervision of sheltered clients, and participate in assessing client/family needs. The Counselor will implement strategies consistent with the case plan with the primary goals of achieving permanent housing, successful substance abuse management, and stabilized income. This position supports a team-oriented effort to ensure that clients reside in an environment that meets the comfort, safety and security needs of each participant in shelter.

**ESSENTIAL JOB FUNCTIONS**

The Substance Abuse Counselor is responsible for providing substance abuse counseling services to clients in an outpatient setting. Responsibilities include group facilitation, and individual and family substance abuse counseling. The Counselor provides individual assessments, sets client goals; as well as, facilitation of house meetings, support groups and classes. The Counselor develops the client's substance abuse activities and coordinates with the overall Case Plan and individualized Action Plan.

Specific tasks:

* Provide individual, group and family counseling focused on rehabilitating drug and alcohol abusers.
* Provide supervision of participants and assist as necessary in activities of daily living.
* Assess client/family needs and assist in admission procedures.
* Develop educational materials and curriculum.
* Assist in the development of an initial service delivery plan; monitor client’s response to interventions and update/modify plans as indicated by client’s response.
* Protect client confidentiality and provide for client safety.
* Assist with the training of new employees as assigned.
* Conduct drug tests when necessary.
* Comply with all California laws and funding source requirement standards and reporting responsibilities as they pertain to residents and the facility.
* Maintain Title XIX (Medi-Cal) case notes, records and program compliance data.
* Confer with on-site clinician on client needs and ways of improving staff ability to impact client.
* Assist in conflict resolution for managing assaultive behavior; provide crisis intervention, support and assistance with problem resolution and to coordinate/arrange for needed services.
* Maintain accurate records in compliance with state and local requirements; document client progress, problems, and client response.
* Provide supportive services in outpatient facility, including facilitating rehabilitative activities.
* Support and assists clients on a regular basis on developing or maintaining the skills required to achieve independent living status: socialization, rehabilitation or other social services.
* Collaborate with multidisciplinary teams to plan treatment strategies and programs.
* Develop plan for each client’s family to reintegrate into the community, including increase of economic stability, vocational potential, physical health, needs for re-socialization, attaining least restricted living environment, and individual treatment.
* Advocate for clients and encourage community resource agencies to assist clients in their movement towards independent living.
* Monitor treatment, evaluate progress, assess the adequacy and appropriateness of client living arrangements, and assist in securing alternative arrangements when necessary.
* Provide supportive employment services, to assist client in obtaining and maintaining employment.
* Assist in facilitating and maintaining conservator arrangements; provide quality documentation and testify in court, as required.
* Transport clients to medical and/or legal appointments, shopping, and other community resources.
* Oversee compliance and coordinates special service programs within facility.
* Assist in conducting intake for new residents including verifying all documentation, completing required forms, coordinating with clinical staff, making room assignments and ensuring that residents enter the facility in a safe manner.
* Implement broad-based treatment methods to meet needs of mental health clients.
* Observe clients’ reactions and maintains clinical notes in compliance with Federal and State Guidelines. Maintain CalWORKs case notes, records and program compliance information.
* Assist with all related paperwork and statistical reporting as assigned.
* Participates in in-service trainings.
* Other duties as assigned or necessary.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Providing substance abuse counseling and relapse prevention therapy.
* Issues of homelessness, addiction, treatment and recovery.
* Social work models of interventions and family systems theory.
* Interviewing techniques and theories.
* Basic networked computer skills.
* Residential housing and/or recovery program.
* Local community resources and services in relationship to client needs.
* Staff development and community building.

Ability to:

* Work effectively under pressure.
* Work independently and with minimal supervision.
* Work well in team approach.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, backgrounds, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, Board Members, funding source representatives and the local service population.
* Work collaboratively with a variety of community service providers.
* Read, write, speak, and understand the English language.
* Demonstrate good writing and organizational skills; communicate clearly in written and oral form.
* Manage multiple tasks in an efficient manner.
* Have means and capacity to perform job-related errands.
* Protect agency, division, employee and client confidentiality and safety.

**MINIMUM QUALIFICATIONS**

* Must be certified or registered to obtain certification as an Alcohol and Drug Counselor by an organization approved by the California Department of Alcohol and Drug Programs.
* One (1) year experience working with individuals and families in a residential facility, drop-in center, or social service program serving the homeless, mentally ill or other low-income population.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job-related duties with personal vehicle, as may be required; must have proof of current automobile insurance.
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Valid First Aid and CPR certification or willingness/ability to be certified.
* Proof of required education (i.e. AA, BA, MSW, etc.).
* Personal telephone or other effective means of communication.

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively.
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form.
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment.
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles