

**JOB ANNOUNCEMENT****Title:** Substance Use Disorder Counselor (SUD)**Division:** HOPICS**FLSA:** Non-Exempt/Full Time**Supervisor:** Program Supervisor**Pay Range or Rate:** \$ TBD**Revised:** 12.21.19**Summary**

Under the direction of the Program Supervisor and Associate Director, the Substance Use Disorder Counselor will be responsible providing substance abuse services, intakes/assessments, treatment planning, recovery planning, as well as individual, and group counseling. She must be able to interpret the agency's mission of clinical services provided under the Women's Treatment Program.

**Essential Functions**

- Maintain an in depth knowledge of SAMHSA
- Conduct substance use screenings (ASAM Triage and ASAM Full assessments), and diagnose newly referred clients
- Promote clinical standards of client care and coordination
- Actively participate in strategic planning, implementation, and evaluation processes of substance use disorders
- Establish treatment plans and recovery plans that correlate with the substance abuse assessment
- Provide effective service delivery to consumers by providing individual, group, collateral, and co-occurring counseling
- Ability to facilitate & co-facilitate substance abuse, life skills and trauma related groups
- Cultivate and support primary and specialty provider/co-management with timely communication, inquiry, follow-up and integration of information into the care plan regarding transitions in care and referrals.
- Maintain client files/records and prepare progress notes on client services in compliance with HIPAA & CFR42 and other funding requirements for auditing purposes.
- Complete data reports as required by program
- Provide feedback for the improvement of care coordination and case management services
- Maintain appropriate boundaries and adhere to SSG's Code of Ethics and HOPICS' Core Values
- Represent the Agency in a professional manner at meetings and community events
- Must know, understand, and be able to articulate the mission, vision, and core values of HOPICS
- Ability to critically think, understand and carry out oral and written direction
- Attend all care coordination trainings/meetings/webinars etc. as needed
- Participate in weekly supervision (group and individual), treatment team meetings, etc.
- Participate in all mandatory program, division meetings and trainings, as assigned by the Program Supervisor, Associate Director and/or Division Director
- Participate in related community special events
- Regular attendance required

## **Secondary Functions**

- Other duties as assigned

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## **Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Verification of Employment Eligibility and Background Check
- California Drivers License, Proof of Insurance, Reliable Transportation
- Certified Alcohol and Drug Abuse Counselor with a minimum two (2) years job related experience and current certification in good standing
- Accredited organizations recognized by the Counselor Certification Organization: California Association for Alcohol/Drug Educators (CAADE), California Consortium of Addiction programs (CCAPP), and California Association of DUI Treatment Programs (CADTP).
- Ability to work with client's from diverse cultural, ethnic, and socio-economic backgrounds
- Ability to communicate effectively both written and orally
- Neat and professional appearance
- Attention to detail and punctuality required
- Working knowledge of Microsoft Word, Excel, and Internet
- Experience working with homeless persons with co-occurring issues
- Professional experience working with in a multi-disciplinary team
- Field work is required
- Bilingual English/Spanish preferred (Not required)
- CPR, Finger Printing and First Aid Certification within the first thirty-days (60) of employment (along with HIV/AIDS training) in the first 3 months of employment.
- If in recovery, a minimum of three (3) years of being drug and alcohol free is MANDATORY

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