



# STAR VISTA

## JOB POSTING

**Job Description:** Bilingual Substance Abuse Counselor

**Program:** Archway

**Department:** Wellness and Recovery Services

**Salary:** 20-40 hours/week. Benefits include prorated: health, dental, vision, sick leave, vacation, personal days and holiday pay.

**Status:** Non-exempt, 20-40 hrs/ week (part time and full time; Bilingual Spanish Counselor required),

### **PROGRAM DESCRIPTION:**

Archway provides Spanish and English court-mandated education and counseling sessions (group and individual) for adults convicted of domestic violence offences, drug possession, being under the influence of illegal drugs, or driving under the influence of drugs or alcohol. Participants learn about addiction, anger management, stress management and communication, as well as the legal and social consequences of their actions.

### **POSITION PURPOSE AND OBJECTIVES:**

The candidate selected will engage in a variety of counseling and prevention activities targeted at individuals and groups experiencing or at high risk for problems related to substance abuse. The candidate will conduct Spanish Speaking group and individual sessions. The candidate will provide Spanish speaking court mandated education groups and individual counseling for adults convicted of domestic violence offences, drug possession, being under the influence of illegal drugs, or driving under the influence of drugs or alcohol. Participants learn about addiction, anger management, stress management and communication, as well as the legal and social consequences of their actions.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Weekly Supervision with Clinical Supervisor and other as staff as appropriate
2. Facilitate the Recovery Groups 2-3 nights a week
3. Ability to facilitate First Offender Drinking and Driving Program, in addition to outpatient substance abuse groups (proposition 36, deferred entry of judgment & outpatient treatment).
4. Provide one hour of individual therapy, weekly, to assigned clients.
5. Taking the lead in the group preparation
6. Maintain confidential records and case notes documenting interventions with clients. Maintain all confidentiality laws and regulations with regards to HIPAA standards.
7. Notify Program Coordinator or Director in case of an emergency or a situation requiring urgent consultation and/or supervisory assistance. Call the Department Director if the Program Director is unavailable for any reason.
8. Complete progress notes (e.g. a group therapy note) within 24 hours of sessions. Accurately enter appropriate information thoroughly into the computer.
9. Assist in required data collection, management, documentation and reporting in a timely manner.
10. Follow all mandated reporting laws including but not limited to child and elder abuse reporting requirements.

11. Participate actively in quality assurance efforts by adhering to policies and procedures and conducting audits.
12. Maintain all appropriate/required certifications and continuing education requirements etc. as mandated by the Industry.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Certified as a Drug and Alcohol Counselor **OR** Associate Marriage and Family Therapist or Social Worker.
2. Experience providing group therapy and individual therapy
3. Experience working with adults dealing with substance abuse
4. Knowledge and experience with Motivational Interviewing and harm reduction
5. Training and work experience should clearly demonstrate the ability to communicate effectively with a wide range of individuals.
6. Experience providing services to clients from criminal justice referrals preferred
7. Strong organizational, time management skills and team player.
8. Experience delivering evidence-based practices.
9. Ability to pass a criminal justice screening process (live-scan).
10. Knowledge of addiction, case management, crisis intervention, client centered counseling and group facilitation
11. Knowledge of community resources and services is an advantage.
12. Experience working with a mixed gender treatment population.
13. Ability to function as a member of a multidisciplinary team with diplomacy and professionalism.
14. Ability to work as a team member to accomplish tasks supporting the agency's mission.

**MINIMUM QUALIFICATIONS:** Fluent in Spanish. Certification as an Alcohol and Drug Counselor; Marriage and Family Therapist Associate or Social Worker Intern; able to pass fingerprint clearance; available Monday to Thursday evening hours; ability to facilitate and counsel adults in a group setting; chart individual files as required by Title 9, Chapter 3, California Code of Regulations; Demonstrable ability to approach clients with sensitive and non-judgmental stance, work closely with peers and supervisors, behave ethically and provide clinically appropriate interventions with solid boundaries and work in support of program and agency efforts. Must be amenable to education and supervision and willing to communicate appropriately and effectively with peers and supervisors.

**PREFERRED QUALIFICATIONS:**

Experience working with substance abuse, trauma and the severely mentally ill. Lived experience of substance use. Familiarity with San Mateo County resources, and experience liaising with multi-disciplinary teams. Drug Medi-Cal, Managed Care, and Avatar experience. Experience working with substance abuse, trauma and the severely mentally ill. Lived experience of substance use. Familiarity with San Mateo County resources, and experience liaising with multi-disciplinary teams. Drug Medi-Cal, Managed Care, and Avatar experience.

**TO APPLY:** Please fax your resume and cover letter to Martha Greene at (650) 366-8455 or email at [Martha.greene@star-vista.org](mailto:Martha.greene@star-vista.org)

**StarVista** is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agencies and its programs can be found at [www.star-vista.org](http://www.star-vista.org).