



STAR VISTA

JOB DESCRIPTION

JOB TITLE: FULL-TIME CERTIFIED DRUG & ALCOHOL COUNSELOR

PROGRAM: FIRST CHANCE OUTPATIENT PROGRAM

COMPENSATION: DOE

DEPARTMENT: WELLNESS AND RECOVERY SERVICES

REPORTS TO: PROGRAM COORDINATOR OF FIRST CHANCE OUTPATIENT SERVICES

POSITION PURPOSE AND OBJECTIVES:

The AOD Counselor conducts individual and group counseling as well as intakes with clients in our Outpatient Program and provides ethically appropriate, theoretically sound, culturally informed, and holistic interventions to address client issues.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Attend FCOS weekly staff meetings and available trainings as well as other meetings as assigned by Program Director or Program Coordinator.
2. Conduct intake interviews with clients enrolling in the program. Follow all program guidelines in accepting and orienting a client as well as accurately filling out intake paperwork.
3. Facilitate Urine Analysis testing on same-sex clients when necessary.
4. Maintain confidential records and case notes documenting interventions with clients. Maintain all confidentiality laws and regulations with regards to HIPAA standards.
5. 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.
6. Follow all Drug Medi-Cal guidelines by completing all documentation on time and meeting all deadlines.
7. Assist clients in need of additional substance abuse services to obtain such services. Provide phone numbers and addresses, contact information and phone calls to establish linkages to needed services.
8. Make appropriate referrals to additional resources when needed including but not limited to mental health counseling, family counseling, housing services and other social or medical services.
9. Complete progress notes within 24 hours of sessions. Accurately enter appropriate information thoroughly into the computer.
10. Facilitate groups and individual sessions with clients on your caseload..
11. Assist in required data collection, management, documentation and reporting in a timely manner.

12. Follow all mandated reporting laws including but not limited to child and elder abuse reporting requirements.
13. Participate actively in quality assurance efforts by adhering to policies and procedures and conducting audits.
14. Maintain all appropriate/required certifications and continuing education requirements etc. as mandated by the Industry.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Demonstrable and verifiable counseling skills and experience in providing successful direct services to clients including harm reduction, substance abuse assessment and intervention with individuals and groups.
2. Strong ethical principles reflected in practice, including a thorough understanding of client confidentiality requirements.
3. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed therapeutic services to diverse clientele.
4. Strong organizational and communication skills.
5. Ability to function as a member of a multidisciplinary team with diplomacy and professionalism.
6. Ability to work as a team member to accomplish tasks supporting the agency's mission.
7. Knowledge of and experience with Motivational Interviewing.
8. A clear understanding of the Harm Reduction Model.

MINIMUM QUALIFICATIONS:

Must be a currently and active CERTIFIED Alcohol and Drug Counselor. 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.. Verifiable skills, abilities, and qualities commensurate with specific position requirements.

POSITION STATUS:

Reports to the First Chance Program Coordinator.

Send resume to Program Director:

Janel Guinane, LCSW

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