



STAR VISTA
Job Description

JOB TITLE: Alcohol & Drug Counselor
PROGRAM: First Chance Sobering Station
DEPARTMENT: Wellness & Recovery Services
REPORTS TO: Program Coordinator
STATUS: Relief, and Part-time
COMPENSATION: Non-Exempt \$17.00/Hour plus benefits for Part-Time

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Conduct assessments and crisis interventions
2. Provide counseling/interventions using Motivational Interviewing
3. Maintain all confidentiality requirements
4. Provide referral information to clients based on client needs' assessment
5. Provide non-judgmental and empathetic communication with all clients who are either under the influence of drugs and/or alcohol or seeking respite.
6. Be supportive and efficient when dealing with Law Enforcement officers.
7. Maintain facility cleanliness by cleaning common areas, washing used blankets & pillow cases, etc.
8. Launder soiled client clothing upon assessment of need & provide temporary clothing
9. Complete all paperwork thoroughly and accurately and enter data into database
10. Provide transportation to clients when needed or for police pick-ups

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Demonstrate clinical knowledge of treatment approaches such as Strength's Based and Motivational Interviewing.
2. Ability to think creatively when engaging and de-escalating clients
3. Knowledge of mandated reporter requirements
4. Knowledge of community resources and referrals
5. Understanding of Diversity issues and willingness to explore self in relation to these issues.
6. Ability to complete documentation and data entry in a timely manner
7. Be able to approach clients utilizing a Harm Reduction framework
8. Ability to take initiative and work independently

MINIMUM QUALIFICATIONS:

Demonstrable and verifiable skills in working with persons who have alcohol and/or drug issues and/or a passion for the population. Must either be certified as an AOD Counselor, be currently enrolled in courses leading up to certification or be willing to register with CCAPP or CADT and pursue AOD certification.

APPLY TO:

Email resume to janel.guinane@star-vista.org or fax to 650-689-5697

StarVista is a non-profit organization dedicated to transforming the lives of children, young people, adults, and families across San Mateo County. More information about the agency and its programs can be found at www.star-vista.org.