



STAR VISTA

Job Title: Alcohol and Other Drug (AOD) Counselor

Program: GIRLS and Institutions

Reports to: Program Manager

Status: 16-20 hours/week – non-exempt

Salary: DOE

Job Description

Provide goal-directed AOD counseling services to youth involved in Juvenile Probation at Camp Kemp, Institutions, and Phoenix Re-Entry Program (PREP). Participate with the Program Manager and Program Coordinator to provide ethically appropriate, theoretically sound, culturally informed, and holistic interventions to address youth's issues and enhance client's strengths.

Essential Duties:

1. Facilitate or co-facilitate groups for youths and provide psycho-education training, workshops, etc. at Camp Kemp, Institutions, and PREP, as needed.
2. Provide AOD counseling services to youths within Juvenile Probation, specifically Camp Kemp, Institutions, and PREP. Additionally, support/facilitate their transition to independence and out of custody transition.
3. Conduct assessments and crisis interventions.
4. Provide counseling/interventions using Motivational Interviewing
5. Maintain all confidentiality requirements
6. Provide referral information to youths based on youths needs' assessment
7. Provide non-judgmental and empathetic communication with all youths who are either under the influence of drugs and/or alcohol or seeking respite.
8. Ability to interact and effectively communicate with multi-disciplinary team, e.g. San Mateo Probation Officers, Camp Kemp and Institutions staff, other mental health providers (Rape Trauma Services, Behavioral Health Recovery Services [BHRS], etc.)
9. Maintain high quality documentation including completing progress notes using a database system, tracking all services provided to clients, auditing charts to ensure contract and QA requirements.
10. Attend collaborative team or individual meetings as assigned by the Program Manager to facilitate client treatment.
11. Collaborate with colleagues to assess client's family, school, peer, and employment environments and ascertain strengths and needs.



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12. Be knowledgeable about independent living skills, mental health, and substance abuse issues, education, and employment, housing, and financial/budgeting needs with youths.
13. Be knowledgeable of adolescent development as well as issues pertaining specifically to youths involved in Juvenile Probation, substance use, and mental health. Encourage youth in developing healthy relationships and assist them in relationships with family and significant others.
14. Perform outreach in the community and work closely with the county and other community organizations.
15. Participate in the evaluation of program strengths and limitations, taking responsibility for the development of a holistic, functional, innovative, ethical, and client-focused program.
16. Report any violations of the GIRLS/Institutions/PREP policy to Program Manager or Program Coordinator.
17. Provide support to Program Manager and Program Coordinator as needed.
18. Attend All Staff meeting, mandatory trainings, and client activities as needed.

Knowledge, Skills, and Abilities Required:

1. Demonstrable and verifiable clinical skills and experience in providing successful direct services to clients including psychological assessment, individual, and group psycho-education and harm reduction intervention.
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 team with diplomacy and professionalism.
6. Ability to work as a team member when necessary to accomplish tasks supporting the agency's mission.

Minimum Qualifications:

1. Demonstrable and verifiable skills in working with persons who have alcohol and/or drug issues and/or a passion for the population.
2. Must be certified as an AOD Counselor
3. Experience working with at risk youths and/or young adults involved in Juvenile Probation
4. Must have reliable vehicle, valid driver's license, and proof of insurance



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5. Ability to pass fingerprint clearance with StarVista and San Mateo County Probation Department
6. Strong communication skills, sound judgment, and ability to set good boundaries.
7. Must have consistent attendance and participation.

TO APPLY:

Please send a cover letter and resume to the Program Manager, Dr. Catarina Juan Fishman at Catarina.juanfishman@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 agency and its programs can be found at www.star-vista.org.