



# STAR VISTA

**Job Description:** Floating/Relief Substance Abuse Counselor for Archway/Pacifica

**DUI Program/ Department:** StarVista's DUI Programs

**Salary/Wage:** DOE (depends on experience), Non-Exempt, Hourly

**Status:** Relief, Hourly, a Floating Position

## Who we are

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.

## Program Description

StarVista's outpatient program provides court-mandated education and 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.

## Position Summary

This Counselor is a Team Player who supports our Driving Under the Influence Programs. This position's main responsibility will be to provide support and guidance to the individual clients who are mandated by the Courts to attend our DUI Program by facilitating DUI Group Sessions with no more than 15 (first offender/ multiple offender) clients at a time and conduct Individual Face-to-Face Sessions. In addition, in this role will complete all necessary chart documentation thoroughly and within regulated timeline as well as attend weekly department meetings.

## Duties and Responsibilities

- Conduct Intake Meetings with new clients
- Facilitate First Offender/Multiple Offender and Education groups
- Conduct quality control audits on client charts
- Communicate via email daily and correspond with internal Team members as needed
- Ensure progress reports are done in a timely manner and correctly
- Maintain group binders to ensure accuracy
- Supervise clients as they take Urinalysis Test
- Attend weekly staff meeting/consultation group
- Document client notes in program data base within 24 hours of service
- Process payments from clients and log appropriately
- Complete all documents in a timely manner; completion certificates, termination documents, leave of absence, release of information to third party form, etc.

## Required Skills and Qualifications

- Registration in a California Alcohol & Drug Counseling Certification Program, or Completed Certification in a California Alcohol & Drug Counseling Program or a minimum of a Master's degree is required.
- Familiar with Title 9, Chapter 3, California Code of Regulations
- Pass fingerprint clearance; ability to facilitate and counsel adults in a group setting
- Computer Literate and experience with client data bases
- Strong written and oral communications skills.
- Ability to work with a minimum of direct supervision.
- Able to de-escalate angry/upset clients.
- Positive and professional personality.
- Skill in assisting clients in a respectful and supportive way
- Be well organized, detail oriented, dependable, punctual, able to produce accurate work



## STAR VISTA

- Ability to work as a team member, when necessary, to accomplish tasks supporting our Program's mission.

**APPLY TO:** Send resume and cover letter to: [rosario.alvarez@star-vista.org](mailto:rosario.alvarez@star-vista.org)

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