Haight Ashbury Free Clinics, Inc.

JOB DESCRIPTION

2/23/2010

DEPARTMENT: Residential Behavioral Health
TITLE: Substance Abuse Counselor II
REPORTS TO: Center Manager
HOURS: Regular Full Time
CLASSIFICATION: Non-Exempt

Primary Purpose:

This position provides direct one-on-one and group counseling with clients, maintaining accurate progress notes in client's charts; monitoring client's progress; mediating conflicts between clients; and inventorying and monitoring client medications.

Essential Duties:

- Perform client intake assessments, including psychosocial and substance abuse history.
- Facilitate and/or co-lead group counseling sessions with clients on a daily basis and maintain observation and progress records as needed.
- Initiate and maintain a safe, comfortable, accepting, non-authoritarian, non-judgmental clinical environment for clients seeking counseling for chemical dependency.
- Assess chemical dependency needs for each client and develop appropriate individualized treatment plans based upon that assessment.
- Perform and document all face-to-face counseling interaction with clients seeking recovery from chemical dependency and abuse, including those with HIV issues, dual diagnosis issues and other related problems.
- Participate in a team-structured approach to counseling, case presentations and conferences, including communication with clinical and supervisory staff.
- Complete progress notes in clients' charts, complete and update all other paperwork in clients' charts, intake and discharge forms, data entry forms and medication logs.
- Link clients with outside providers for services.
- Prepare statistical evaluation and reporting of counseling unit workload and efficacy.
- Provide services and documentation in accordance with HAFCI policies and state, city/county, and contractual requirements regarding treatment plans, billing restrictions and treatment plan renewal dates and adheres to laws regarding confidentiality and reporting requirements.
- Conduct individual, group and family interviews, educate around chemical dependency, mental health issues, HIV and Hepatitis diseases and other special needs as required by the program population.
- Supervise and enforce program policies and procedures
- Inventory and handling of client medications
- Mediate conflicts between clients
- Follow specified guidelines for emergencies including fire, theft, earthquake, client medical and mental health emergencies
- Act as positive role model for clients
- Provides crisis intervention and/or conflict resolution.
- Attend all meetings and trainings as assigned.
- Perform all of the above duties and other functions of the staff counselor position as assigned by a supervisor in a timely and professional manner.

Qualifications:

- Certification in Addiction Studies from a State approved organization
- Three years of strong experience with similar populations (at least two years post certification), including at least one year in a residential program.

- Knowledge and experience working with different social service programs and treatment resources, including:
    - Knowledge and/or experience in substance abuse treatment
    - Knowledge of HIV/AIDS disease
    - Knowledge of 12-step programs
    - Experience with dual-and triple-disordered clients
- An understanding and acceptance of working within a harm reduction model of care
- Familiarity with federal confidentiality regulations governing clients enrolled in substance abuse treatment programs
- Experience in providing process-oriented or didactic group treatment and individual counseling
- High School Diploma or GED
- Proficiency in computer usage, including Microsoft Office products (Excel, Outlook and Word)
- Excellent communication skills (written and oral)
- Ability to work in team setting as well as independently
- Any bilingual (especially Spanish) capabilities are a plus
- If in recovery, a minimum of two years continuous sobriety following certification
- Must be CPR and First Aid certified (may obtain upon hiring)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLY:

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