



UPAC JOB ANNOUNCEMENT

Announcement Date: June 3, 2011
Position: Treatment Specialist / Adolescent Program
UPAC Alcohol and Drug Treatment Program
Closing Date: Until Filled
Start Date: Immediate Opening
Hours: Part-time (20-24 hours per week)
Salary: Commensurate with experience
Status: Non-Exempt

BACKGROUND:

The Union of Pan Asian Communities (UPAC) Alcohol and Drug Treatment Program is funded through a contract with the County of San Diego Alcohol and Drug Services. The program provides non-residential/ outpatient treatment for alcohol and drug abuse for Asians and Pacific Islanders, and is part of an agency-wide continuum of care.

MINIMUM QUALIFICATIONS:

- Certified by or actively working toward a recognized alcohol and drug certification plus two years experience working with substance abuse related issues (**or**)
- A Bachelor's degree in the human services field plus one year experience working with substance abuse issues (**or**)
- Actively working toward certification with at least one year experience in alcohol and drug services, which receive formal supervision from an on-site qualified staff
- Must be free of probation or parole supervision for a minimum of one year.
- Must pass background check.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration
- Must have TB clearance

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Facilitate day treatment group sessions covering topics including group therapy, relapse prevention, sober living skills, alcohol and drug pharmacology, anger management and related issues. Group may be gender specific.
- Perform highly specific case management activities for clients, including linking clients with resources.
- Receive referrals from providers and community members; may involve providing crisis intervention and short term counseling.
- Participate in referral development activities.
- Assess alcohol and drug needs of clients and assist them in obtaining alcohol and drug or related services.
- Work collaboratively with clinical staff in developing and providing appropriate alcohol and drug treatment interventions to clients.
- Prepare written reports and records, including documentation of indirect and community services rendered, case management activities and assessment information.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Knowledge of and experience in the principles of alcohol and drug prevention, and the theory and practice of alcohol and drug treatment.
- Knowledge of Drug Medi-Cal policies and procedures.
- Ability to apply concepts of alcohol and drug prevention and treatment.
- Ability to communicate alcohol and drug principles to clients as well as providers.
- Ability to develop interpersonal professional relationships with members of the public who seek assistance with alcohol and drug problems.
- Ability to provide crisis intervention, consultation, education, advocacy, community organization and follow-up services.
- Excellent organizational skills and ability to complete assigned tasks in a timely fashion.
- Excellent interpersonal skills; ability to work well in a multicultural environment with individuals from a variety of backgrounds.
- Ability to work well under pressure.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information or materials.
- Must be able to work a flexible schedule, which may include some evenings and/or weekends as required for group activities.
- Must have own transportation for business purposes. If employee drives his/her personal automobile for UPAC business, employee must have a valid driver's license and comprehensive automobile insurance coverage, as required by law.

Please e-mail, fax or send resume to:

***UPAC Human Resources Department
1031 25th Street
San Diego, CA 92102
FAX: (619) 232-4113
EMAIL: lpassons@upacsd.com***