



JOB ANNOUNCEMENT

Position Title: Alcohol and Drug (SUD) Counselor
Program: New Leaf Recovery Center (South Bay)
Classification: Non-exempt, Full Time
Salary: Range \$16-22 per hour; Commensurate with Experience

Summary and Range of Authority: Under the direction of the SUD Program Manager, the Alcohol and Drug (SUD) Counselor is responsible for providing services for clients with co-occurring mental health and substance abuse issues. UPAC New Leaf Recovery Center (NLRC) is to provide evidence-based and integrated outpatient treatment services for adults who suffer from serious mental health and co-occurring substance abuse conditions

Essential Duties and Responsibilities:

- Conduct initial intake screening and assessment evaluations with adults who seek alcohol and drug treatment.
- Collect, complete, and file all the necessary documentation necessary at admission.
- Provide comprehensive assessment using an approved instrument.
- Provide initial orientation and develop individualized treatment plan as required.
- Facilitate ODF and/or IOT day treatment group sessions covering topics including relapse prevention, sober living skills, alcohol and drug pharmacology, stress/anger management, family violence, job readiness and related issues
- Use ASAM Criteria to assess clients indicating substance use or abuse and co-occurring mental illness
- Conduct individual and family sessions to assist clients' recovery process.
- Provide education and supportive services to families.
- Provide appropriate referrals, linkages and case management to other resources and services.
- Serve as a member of an interdisciplinary team, participate in program planning, treatment and goal development, discharge planning, and clinical meetings.
- Utilize Motivational Interviewing techniques and able to implement the Stages of Change in treatment.
- Prepare all the assigned written documentation including but is not limited to progress notes, treatment plan, and medical necessity notes.
- Keep all the assigned documentation in compliance with the applicable standards and requirements including Title 22.
- Receive referrals from criminal justice system, Child Welfare Services, various hospitals/clinics and community members; may involve providing crisis intervention and case managements.
- Meet contracted units of service and number of clients served within the fiscal year.
- Attend staff meetings and other meetings as assigned, complete special projects in a timely manner, and able to maintain strict confidentiality with regard to sensitive or proprietary information or materials.
- Conduct outreach to promote program services.
- Conduct gender-specific, observed drug testing to clients as mandated by the referral source and/or the individual treatment plans followed by proper documentation and reporting. Alcohol and drug testing may include patch, urine analysis, and Breathalyzer.
- Other duties as assigned.

Required Education, Certifications/Licenses and Language/Cultural Skills:

- Must be registered with the Board of Behavioral Sciences (e.g. Associate Marriage and Family Therapist, Associate Professional Clinical Counselor or Associate Clinical Social Worker) and have one year experience working with substance abuse issues. (OR)
- Certified by one of the DHCS-approved certifying organizations (OR)
- Bachelor's degree in the human services field plus one year experience working with substance abuse issues. Must be registered by one of DHCS approved certifying organization. Will receive formal supervision from an on-site qualified staff (OR)
- Enrolled in a AOD class and registered by one of the DHCS-approved certifying organizations and at least one year experience in alcohol and drug related services. Will receive formal supervision from an on-site qualified staff.

Minimum Experience and Qualifications Required:

- Knowledge and experience working with substance abuse and co-occurring mental health conditions
- Knowledge and experience of Drug Medi-Cal Title 22 and SanWITS data systems
- If recovering, must be clean and sober and stable in the recovery process for at least 2 years.
- Must be free of probation or parole supervision for a minimum of one year.
- Knowledge and experience working with substance abusing individuals.
- Ability to establish and maintain supportive relationship with clients from diverse cultural backgrounds.
- Have knowledge and experience working with clients who have co-occurring disorders.
- Ability to work effectively with various referral sources including probation officers.
- Knowledge and experience in the principles of effective alcohol and drug treatment theories and approaches.
- Ability to provide crisis intervention, outreach, education, advocacy, community organization and follow-up services.
- Excellent organizational and time management skills as well as attention to detail; ability to manage multiple tasks simultaneously, prioritize, and successfully bring them to fruition.
- Ability to effectively collaborate with Mental Health Counselors for co-occurring mental health prevention and early intervention services.
- Ability to effectively collaborate with multidisciplinary team including Therapists/Clinicians, Psychiatrists, NP, RN, Case Manager, Peer Specialist, Employment Specialist
- Ability to maintain strict confidentiality regarding sensitive or proprietary information or materials
- Ability to work well under pressure.
- Excellent written and verbal communication skills.
- Must have flexibility to work some evening and weekend hours during scheduled client activities.
- Must have certified First Aid and CPR training (including infant CPR).
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must pass drug test (results shall be negative for all illegal drug use including marijuana).
- Must have TB clearance.
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

Additional Preferred Education or Qualifications:

- Knowledge and experience of Drug Medi-Cal Title 22 and SanWITS data systems.
- Change Agent Developing Recovery Excellence (CADRE) trained.
- Bilingual/Bicultural Spanish Speaker

Physical Demands and Work Environment:

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. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Please forward your resume via e-mail, fax or mail to:

UPAC – Attn: HR Dept

1031 25th Ave

San Diego, CA 92102

Fax: 619-232-4113

E-Mail: upacjobs@upacsd.com