



JOB ANNOUNCEMENT

Position Title: Lead Counselor (SUD)

Program: New Leaf Recovery Center

Classification: Non-exempt, Full Time

Salary: \$22-\$25 per hour; Commensurate with Experience

Summary and Range of Authority: Under the direction of the Program Manager, the SUD Lead Counselor will support the program and the counselors to provide evidence-based outpatient treatment to targeted populations.

Essential Duties and Responsibilities:

- Lead and coordinate program treatment staff (counselors, interns, and volunteers) for various activities including intake/assessment, group/individual/family counseling, case management, and crisis intervention.
- Assist Program Manager's role as Program Registrar as the second key contact person for receiving client progress inquiries from designated third-party referral sources.
- Coordinate community referrals, directing individuals to an appropriate level of services,
- Assist in monitoring all documentation of services rendered to be in compliant with all applicable state and county regulations.
- Assist in monitoring program compliance with the California Code of Regulations Title 22 when providing DMC treatment services to eligible clients.
- Coordinating the monthly or bi-monthly QAR attendance to be in compliance with DMC standards specified in Title 22 of the California Code of Regulations.
- Participate in County QAR meetings as assigned.
- Attend relevant meetings including those held by County BHS as assigned.
- Assist in conducting outreach activities to establish and maintain linkages with criminal justice systems where high-risk substance using individuals can be reached.
- Assist in coordinating the sober living activities.
- Coordinate initial intake screening and assessment evaluations with individuals who seek alcohol and drug treatment.
- Provide direct services to clients, including but not limited to, assessments and individual, group, and family counseling.
- Provide education and supportive services to families.
- Utilize EBP including Motivational Interviewing and Relapse Prevention techniques and implement the Stages of Change in treatment.
- Prepare all the assigned documentation in compliance with the applicable standards and requirements on paper and SanWIts, County assigned EHR.
- Prepare and maintain written reports and records in compliance with Title 22.
- Receive referrals from criminal justice system, Drug Court, Child Welfare Services, various providers and community members
- Provide crisis intervention and case managements.
- Assist in meeting contracted units of service and number of clients served within the fiscal year.
- Provide other direct services to clients as assigned.
- 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.

- Ensures service integration through effective and timely communication with MH Lead Clinician and other applicable staff.
- Other duties and responsibilities as assigned.

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

- Certified by one of the DHCS-approved certifying organizations (OR)
- Bachelor's degree in the human services field plus three years' 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 three years' experience in alcohol and drug related services. Will receive formal supervision from an on-site qualified staff. (OR)
- 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 three years' experience working with substance abuse issues.

Minimum Experience and Qualifications Required:

- 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.
- Must have one year of Program Manager experience in alcohol and drug treatment field.
- Excellent leadership and interpersonal skills and ability to work well in a multicultural environment, including tact, diplomacy, patience, and professionalism in dealing with individuals from a variety of backgrounds.
- Knowledge and experience working with substance abusing individuals.
- Ability to establish and maintain supportive relationship with clients and families from diverse cultural backgrounds.
- Ability to work effectively with various referral sources including school personnel and probation officers.
- Ability to function well as a leading member of an interdisciplinary team.
- Demonstrated leadership skills; responsible, mature, self- motivated and able to lead and inspire others.
- Excellent interpersonal and customer service skills through effective communication skills.
- Knowledge and experience to organize and transmit substance abuse treatment information.
- Knowledge and experience in the principles of alcohol and drug relapse prevention and the theory and practice of alcohol and drug treatment.
- Ability to communicate alcohol and drug principles to clients as well as providers.
- 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 PEI Mental Health Counselor for co-occurring mental health prevention and early intervention services.
- Ability to maintain professional and ethical integrity.
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information or materials.
- Familiar with county, state and federal requirements and regulations.
- Knowledge of DMC Title 22 regulations and requirements.
- Familiar with monthly or bi-monthly QAR process coordinated by a selected contractor by the County.
- Familiar with SanWITS and its timely and accurate data entry.

- Ability to meet deadlines and work well under pressure.
- Proficiency in Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- 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:

- Bilingual, bicultural in an Asian and/or Pacific Islander language.
- Knowledge and experience of Drug Medi-Cal Title 22 and SanWITS data systems.
- Change Agent Developing Recovery Excellence (CADRE) trained.

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:

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