



JOB DESCRIPTION

Position Title: Support Counselor

Program: Children and Adolescent Mental Health

Classification: Non-Exempt, Full Time

Salary Range: \$18.00 - \$21.47 per hour; Commensurate with Experience

Summary and Range of Authority: Under the supervision of the Program Manager and Clinical Supervisor, the Support Counselor functions as a member of the Child and Adolescent Mental Health treatment team and provides school and home-based intensive outpatient substance abuse counseling, rehabilitative, case management and supportive services to Seriously Emotionally Disturbed (SED) and at-risk children and families.

Essential Duties and Responsibilities:

- Works in conjunction with the therapists, psychiatrist and/or other staff, for the support of outpatient community-based services and community services activities.
- Functions as a member of an interdisciplinary team and participates in program planning, diagnosis, treatment, goal development, utilization review, and discharge planning.
- Provides assessment of substance abuse risks and needs of culturally diverse clients ages 5-20 and their families.
- Provides screening of behavioral health, rehabilitative and case management services.
- Provides individual treatment to children at risk or abusing of substances.
- Facilitates recovery groups, relapse prevention groups, substance abuse workshops, and other types of groups as appropriate.
- Provides family education activities (parenting support, strategies, structure, healthy attachment, etc.) as needed.
- Facilitate client and parent meetings related to substance abuse treatment.
- Provide clients linkage to physical health needs and to resources and services for clients and families.
- Notify clinical staff and pertinent treatment staff providers regarding client's suicidal or homicidal ideation, medication side effects, or changes in behavior.
- Utilize Motivational Interviewing techniques and be able to implement the Stages of Change in treatment.
- Have knowledge and experience working with clients who have co-occurring disorders and have ability to collaborate with Mental Health Clinicians and other Mental Health Professionals.
- Provide translation and cultural mediation between clients/families, clinical staff, and school personnel as needed.
- Assist in the facilitation and organization of Program Advisory Groups at least two times a year.
- Prepare accurate and timely documentation of outcome measures, progress notes, reports and other records.
- Utilization of Electronic Medical Record system
- Keep accurate records according to County, State, and agency standards
- Drive to multiple locations (community, client's home, school, UPAC office) and regions to provide services
- Meet contracted units of service, productivity, and number of clients served within the fiscal year

- Attend staff meetings, case conferences, trainings, treatment utilization reviews and other quality assurance activities, and other meetings as assigned
- Conduct outreach to promote program services
- Some evening work required
- Other duties as assigned

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

- Alcohol and Drug Certification or Certification through one of the recognized California Department of Alcohol and Drug Program

Minimum Experience and Qualifications Required:

- One year of experience working with adolescents with substance abuse
- Knowledge and experience in working with children, adolescents and families in multicultural settings
- Knowledge of available resources in the community to ensure appropriate referrals are made
- Ability to communicate substance abuse and mental health principles to clients, families and providers
- Ability to maintain strict confidentiality regarding sensitive or proprietary information or materials
- Comfortable in discussing issues such as suicide, homicide, domestic violence, trauma and other sensitive issues during sessions
- Ability to provide crisis intervention, consultation, education, advocacy, community organization and follow up services
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail; ability to manage multiple tasks simultaneously, prioritize and successfully bring them to fruition
- Ability to meet timelines and deadlines and work well under pressure
- Ability to interact effectively with the public
- Ability to work independently, as well as cooperatively as a member of the treatment team
- Ability to use sound judgment and function effectively and calmly in stressful situations or times of crisis
- Must demonstrate intermediate level of computer literacy and experience using office productivity software (i.e. word processing, spreadsheet, database, and email programs)
- 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
- Must pass background check (Live Scan Fingerprint).
- Must be free of probation or parole supervision for a minimum of one year
- Must be able to drive (when needed) for business purposes to other program locations in San Diego County. If employee drives his/her personal automobile for UPAC business, employee must have valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Must have TB clearance

Additional Preferred Education or Qualifications:

- Change Agent Developing Recovery Excellence (CADRE) trained
- Trained in Motivational Interviewing
- Working knowledge of County Contracted Medi-Cal and MHSA Programs, EPSDT, and Cerner (Anasazi) System
- Bilingual in Spanish with fluency in oral communication and reading and writing

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.

Management has the right to revise this Job Description at any time. Periodically, government entities and funding agencies may change the requirements for any of the job positions such as required licensure, certifications, experience level and/or other required qualifications with or without notice. Should this happen, the employee will be required to comply with any new requirements specified by the government entity or funding agency. The Job Description is not a contract for employment and either you or the employer may terminate employment at any time for any reason, with or without notice.

I agree to fulfill the essential duties and responsibilities of this position.

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| Print Employee Name: | | Date: | |
| Employee Signature: | | | |