



Job Title:	Certified Substance Abuse Counselor	Revision Date:	07/2018
Program/Department	Behavioral Health	FLSA Status	Non - Exempt
Reporting To:	Program Manager	Salary Grade Level:	TBA

Position Purpose:

Work within an interdisciplinary team to support clients with mental illness and co-occurring substance use through counseling, skill building, holding groups and case management.

Principal Responsibilities:

1. Provide client assessment as needed to determine appropriate program planning and implementation of agency services
2. Provide psycho-education to clients, community members or family members on substance abuse and effects on mental health symptoms or the other way around
3. Provide case management as needed for client as directed by client treatment plan and assessment.
4. Completed documentation according to the funding source in a timely and accurate manner.
5. Conduct individual counseling sessions to as assigned caseload of substance abuse clients
6. Act as a facilitator of substance abuse related group sessions
7. Maintain accurate client files in accordance with program guidelines
8. Assist with coordinating outreach activities
9. Interface with outside agencies and the judicial system relative to registered clients
10. Possess a thorough knowledge of, and sensitively for the needs of our clients
11. Other duties as assigned.

Requirements:

1. Bachelor Degree in Social Work/Social Welfare, Psychology, Marriage Family and Child Counseling or Certified Counselor with one (1) year experience
2. Work experience as a substance abuse counselor
3. Must have valid California drivers license, proof of insurance and excellent driving record
4. Excellent oral and written communication skills
5. Excellent organizational skills
6. Excellent documentation skills
7. Perform multiple tasks while demonstrating the ability to work within a team structure
8. Bilingual capabilities in English and Spanish preferred

Signature

Print Name

Date



Supervisor's Signature

Date

Human Resource Director Signature

Date