NOW HIRING!!!

Position: Substance Abuse Counselor

Salary: Up to $42K Annual Salary

Position Status: Full-Time (30 - 40hrs/wk)

Job Location: San Gabriel Valley (Monrovia, La Puente, Pomona)

Mission City Community Network, Inc. is a non-profit organization of multiple clinics operating as a Federally Qualified Health Center. We are dedicated to serving low income families in the San Fernando Valley, San Gabriel Valley, Los Angeles and San Bernardino areas. We are committed to providing high quality care in the following areas: Adult, Pediatrics, Women's Health, Dentistry, Health Education, and Mental Health.

Substance Abuse Counselor: provides counseling and support to individuals and families experiencing addictions. This may include confidential individual, family or group counseling about the causes and effects of addictions support for families dealing with addictions and/or referrals to treatment for individuals requesting his opportunity.

Responsibilities:

- Provides substance abuse counseling services including but not limited to assessment, treatment planning, long-term counseling, psycho education, case management, advocacy, and follow-up
- Performs intake, evaluation, orientation, admissions, treatment planning, counseling, documentation, discharge planning and referral of substance abusing clients
- Provide drug and alcohol counseling and support to individuals, families and groups in the community
  o provide counselling to individuals regarding the use and effects of alcohol and drugs
  o provide counselling to pregnant women about the effects of drugs and alcohol on the fetus, as requested
  o accept referrals from individuals, families and agencies in the community
  o ensure legislation, standards and guidelines are being followed
  o maintain strict confidentiality guidelines regarding all clients, conversations and referrals
- Provide community education and support, as requested
  o access and collect relevant information and resources
  o distribute relevant information
  o access or development promotional material and information
- Provide Treatment Referrals, as required
  o assist individuals to identify their need for treatment programs
  o liaise with treatment programs
  o assist clients to meet all requirements
  o evaluate the effectiveness of treatment programs
- Manage and administer the alcohol and drug program
  o create and maintain current and accurate records of the number of clients served and the issues
  o create and maintain notes about community contacts, presentations and workshops
- Participates in continuing education to continually improve skills and abilities and stay abreast of current technologies/practices
- Perform other duties as assigned, by manager and/or designated personnel

Knowledge of:

- Cause and Effects of drugs and alcohol, and addictions on individuals, families and communities
- Substance Abuse
- Family dynamics
- Understanding of crisis management and the ability to deal with life threatening situations
including the prevention of suicide
• Knowledge of all relevant legislation, policies and practices

Specific Skills & Abilities:
• Emergency response skills
• Analytical and problem solving
• Demonstrates good decision making in dealing with safety issues and with aggressive and/or intoxicated clients, if required
• Mediation and negotiation skills
• Effective counseling skills
• Effective verbal and listening communication skills
• Computer skills including the ability to operate spreadsheets and word-processing programs at a highly proficient level
• Ability to learn new skills as necessary
• Possess cultural awareness and sensitivity
• Maintain standards of conduct, be respectful, demonstrate sound work ethics, be consistent and fair
• *Bilingual Spanish, required
• Ability to pass health, fingerprint, references and background clearances.

Education, Training and Experience required:
• Minimum 3yr experience providing substance abuse treatment and/or cognitive behavioral therapy services AND
• High School Diploma, accredited by WASC (GED not accepted) required AND
• Certification with one of State of California's Alcohol & Drug agencies and two years experience substance abuse counselor OR
• AA degree, and two years experience as a substance abuse counselor OR
• Bachelor's degree and one year experience as a substance abuse counselor
• Certification, a plus

To Apply:
Please email your resume/CV and cover letter, including your salary history and salary requirements to hr@mccn.org or fax 818-998-3579.

MCCN is an Equal Opportunity Employer