



POSITION DESCRIPTION	
Date: 10/07/2024	Please check one: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
Position Title: SUD Counselor	Pay Rate/Grade: \$ 25.00 – \$32.00
Reports to: Director of Addiction Medicine & Physician	FLSA/ Work Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried
Direct reports: N/A	
Schedule: Mon-Fri; 8:00 AM – 5:00 PM	

JOB SUMMARY

Under the supervision of the [Chief Director of Addiction Medicine Medical Officer](#), the SUD Counselor will provide substance use disorder interventions including, but not limited to, assessments, intensive case management and individual counseling services using evidence-based treatment practices to those struggling with alcohol, opioid, stimulant and other substance use. This will include patients on Medications for Addiction Treatment (MAT) [or Medications for Opioid Use Disorder \(MOUD\)](#).

The SUD Counselor will be part of a multidisciplinary team of Addiction medicine and primary care providers, LCSWs, [psychologist\(s\)](#), [psychiatrist\(s\)](#), case managers and other SUD counselors. The counselor will be working with a diverse population including low-income and homeless populations via telehealth and in-person in an outpatient, primary care setting.

EXPECTATIONS

- Adheres to all Harbor Community Health Center (HarborCHC) policies and procedures.
- Observes all policies and procedures for the use of time-keeping system, including attendance, tardiness, proper clocking procedure, overtime authorization, and that employee nametag is visible.
- Conducts self in a manner that represents HarborCHC’s core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Provides excellent customer service.
- Communicates regularly with his/her immediate supervisor about departmental and HarborCHC concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.
- Fosters an environment that promotes trust and cooperation among all staff.

MISSION AND VALUES

Our mission is to provide quality, comprehensive, healthcare and supportive services to those in our community, regardless of their ability to pay. Employees must possess a strong commitment to the mission, policies, goals and philosophy of HarborCHC.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Utilizes compassion and understanding of harm reduction to aid patients seeking treatment for opioid, alcohol and other substance use in an outpatient primary care setting.
- Provides counseling through evidence-based practices using a trauma informed, strengths-based approach to empower patients to make their own decisions regarding their health and wellness.
- Provides extensive knowledge and education on medications for addiction treatment to patients, family and community members.
- Works directly with addiction medicine and primary care providers (PCP), behavioral health workers and other care team members to design and determine comprehensive care needs.
- Accepts referrals from clinic staff to determine level of care, offer menu of options and link to appropriate care services.
- Keeps updated list of patients daily, follows up with any patients that have missed appointments.
- Provides intensive case management and psychosocial support to those entering the MAT and SUD program to ensure engagement, retention and better treatment outcomes.
- Possesses extensive knowledge of community resources for SUD including inpatient medical detox, residential and outpatient group treatment options.
- Administers assessments as mandated by different grantors and ensures tracking and follow up.
- Navigates patients through treatment including reminders for appointments and medication management.
- Collaborates with outside agencies to offer referral options.
- [Facilitates substance use support groups](#)
- [Demonstrates a willingness to be trained on electronic health record scheduling and insurance verification to assist patients with registration and scheduling intakes and follow up visits.](#)
- Documents accurately and timely in medical records and ensures collected data is securely kept/maintained.
- Maintains client confidentiality per HIPAA and CFR 42 federal regulations.
- Participates in all staff, team and community meetings as required.
- Other duties as assigned. Perform other duties as assigned to support HarborCHC's Mission and Values.

QUALIFICATIONS

Required education, experience and/or training:

1. Certification in Substance Abuse Counseling from an approved organization with the CA DHCS

2. Extensive knowledge of community resources including inpatient drug treatment and detox programs.
3. Excellent oral and written communication skills (bilingual Spanish/English preferred)
4. Ability to work independently and proactively, taking initiative
5. Willing and able to work with diverse population including low income, homeless, trauma-involved individuals

HR Procedural Requirements:

- Legal authorization to work in the United States.
- A valid California Driver's license with clean records and access to an insured automobile.
- Clear all post offers, pre-employment background screening, and education verification.
- Must be vaccinated against COVID-19 or have a qualifying medical/religious exemption.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

Hours: HarborCHC is open Monday – Thursday 7:30am-6:00pm, Friday 8am-5pm. This is a full-time, non-exempt position, and the employee is expected to work approximately 40 hours per week. Evening and weekend work may occasionally be required, as business needs dictate.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HarborCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HarborCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

DISCLAIMER

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HarborCHC is an at-will employer.

In addition, HarborCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

Employee Name

Date

Employee Signature