



## Substance Abuse Treatment Counselor II

**Reports to:** Substance Abuse Treatment Supervisor

**Location:** Ukiah Recovery Center, 201 Brush Street, Ukiah CA 95482

**Hours:** Part time / Full time > 32 hours

**Benefits:** Wage range: \$22.50-26.00 per hour. All hourly staff: sick pay, vacation, paid holidays, double time for holidays worked, 403(b) Retirement savings, Relias Professional Development Platform. Benefits included for full-time employees medical, dental, vision, life insurance, and AFLAC(employee paid).

**Minimum Qualifications:** Minimum of a certificate in alcohol and other drug studies, social, or human services field. Certified or registered as an Alcohol and Other Drug Counselor through a California state certifying agency with 1+ years working in a substance abuse treatment field. Knowledge of co-occurring disorders. Ability to work both independently and as a clinical team member to ensure continuity of care to all clients and to facilitate team approach to treatment.

**Knowledge of:**

- Substance use treatment modalities including but not limited to social model, cognitive- behavioral therapies.
- Co-occurring disorders characteristics and appropriate treatment interventions.
- Assessment, diagnosis, and individualized treatment planning techniques.
- Individual and group therapy approaches.
- Crisis intervention and de-escalation techniques.
- CPR and First Aid
- Detox protocols
- Signs and symptoms of detoxification.
- Documentation as it relates to treatment planning process.
- Clinical interventions to support client self-efficacy.
- Stages of change and ability to individualize treatment plans and process.
- Motivational interviewing techniques.
- Clinical interventions to deal with resistance and defensiveness.
- Discharge planning that supports client progress and readiness.



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- Ability to facilitate the day-to-day procedures of the residential treatment program.
- Mandated reporting laws pertaining to Child and Elder Abuse.

### **Essential Functions:**

- Perform client intakes.
- Monitor detox clients and document progress.
- Orient new clients to treatment milieu upon intake and thereafter as needed.
- Facilitate appropriate classes, assignments and groups for clients as identified through treatment planning process.
- Document client progress per treatment plan.
- Complete client assessments, treatment plans, individual sessions in acceptable required timelines.
- Assess client progress in the treatment milieu and assign focused interventions as needed.
- Complete all daily activities and procedures to ensure efficient operation of the treatment program.
- Report client progress to referring agencies as needed.
- Report any unusual incidents per FSP procedures.
- Report incidents of Child or Elder Abuse to appropriate authorities.
- Make referrals as appropriate.
- Provide transportation in agency vehicles.
- Other duties as assigned by on-site supervisor.

### **Minimum Qualifications:**

- Regular and reliable attendance
- Meeting the established performance standards
- Maintain client confidentiality, as required by program(s) regulations
- Interact with coworkers, clients, guest, and community partners in a respectful and professional manner
- Enforce agency policies and procedures, participate in policy and procedure review, recommendation, and creation
- Ability to interact cordially with co-workers to accomplish common tasks
- Ability to function under highly stressful circumstances
- Working knowledge of equipment necessary for proper function of areas involved
- Ability to communicate effectively both orally and in writing
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Maintain professional attitude
- Possess computer skills including ability to use Microsoft software, databases, Relias, and internet



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- Adapt to and plan for changes in assignment and in the work environment
- California driver's license, agency auto insurability, full range of peripheral vision to drive an agency vehicle, if applicable

**Sensory and Physical Requirements:** Position requires that staff stay awake and alert for the whole shift. While performing the essential functions of this job the employee is regularly required to stand, walk, and sit for an hour or more, bend at the waist frequently and use hands, speak, hear and push, pull, move, or lift above and below the neck objects weighing up to thirty (30) pounds. The ability to provide responses in medical emergencies including CPR and FirstAid.

*Management retains the discretion to add to or change the duties of the position at any time.*

**Additional Position Requirements:** Employer is required to obtain documentation for I-9 certification, COVID-19 vaccine status, TB test results, preemployment physical to include drug and alcohol testing prior to employment. Employee is required to have CPR/1st Aid training, or to complete on-site if needed.