

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Title: Counselor I

Division: APAIT

FLSA: Non-Exempt, 32-40 hours

Supervisor: Director of Clinical Services and Operations of OC

Pay Range: \$15-17/hr., plus comprehensive fringe benefits

Date: 2.1.18

Summary

The Counselor I will be responsible for providing direct program implementation activities as part of an innovative integrate care of services including substance abuse, mental health, case management, and HIV/STI primary care services. Responsibilities include development of community contacts, outreach & recruitment, conducting participant screenings and assessments, facilitating individual and group level counseling sessions with participants, and tracking participant progress. The Counselor I will have clear professional guidelines about how to successfully work with co-occurring disorder client population. The Counselor I must provide culturally competent services to diverse ethnic and cultural communities including, but not limited to the following target populations: people of color, gay/lesbian/ bisexual/ transgender/questioning community, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This is position is negotiable as part-time (32 hours) or full-time (40 hours) and will require flexible hours including evenings, weekends, and some holidays. The Counselor I reports to the Director of Clinical Services and Operations.

Essential Functions

1. Conduct individual and group level behavioral counseling and case management sessions in accordance with the curriculum under the supervision of the licensed Clinical Supervisor.
2. Conduct client screenings and assessment plans.
3. Establish and maintain connections with local mental health and substance abuse treatment programs.
4. Develop and implement outreach recruitment and linkage referrals to community wide stakeholders.
5. Implement programmatic scope of work at a minimum of 85% completion rate.
6. Report on intervention activities and propose strategies to address challenges in implementation and emerging trends.
7. Provide necessary programmatic documentation, including the timely completion of reports, administration of evaluation tools, and other program related assignments.
8. Attend unit, case conferences, agency, community events and link with other substance abuse prevention programs in Los Angeles County
9. Other activities as required to conduct program and agency objectives.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Current license or registration with the California Board of Behavioral Sciences (for MSW/MFTI level candidates) and/or the California Association of Alcoholism and Drug Abuse Counselors (for CAS, CAADAC level candidates).
2. Intermediate knowledge of HIV/AIDS, substance use, and correlated health issues.
3. Ability to competently conduct trainings and workshops.
4. Ability to coordinate multiple tasks simultaneously in high pressure environment.
5. Fluent in an Asian language or Spanish (read, speak, write).
6. Reliable transportation.
7. Valid California Driver's License, plus proof current automobile insurance.
8. Proof of employment eligibility.
9. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.
10. Ability to master a wide range of information, taking initiative and adapt in a team environment
11. Ability to communicate effectively both verbally and in writing
12. Ability to work with diverse communities (e.g. multi-gender, ethnic, generation, lingual, Lesbian, gay, bisexual, and transgender, and substance users).
13. Good problem solving and conflict resolution skills.
14. Great attitude and people skills a must.
15. Experience and knowledge of PC hardware and software (Outlook, Windows, Power Point, Word and Excel a must).

Non-Essential Qualifications - Knowledge, Skills and Abilities

1. Bachelor Degree in Health and Human Services, Social Work or related field.
2. Completion of the required intervention training.
3. Relevant community health education training.
4. Experience working in a non-profit community based organization.
5. Knowledge of behavior change interventions.

Supervisory Responsibilities

1. The incumbent in the position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.
2. Occasional outreach at community festivals, conferences, nightclubs, massage parlors, and other outreach venues that target population frequents.

Physical Requirements

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements

1. The incumbent in this position must be able to accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Please submit cover letter and resume by e-mail to: Hieu Nguyen, Director of Clinical Services and Operations of OC
at: hieun@apaitonline.org
NO PHONE CALLS PLEASE.