



Center for Human Services

changing lives building futures helping families

JOB ANNOUNCEMENT

POSITION: Substance Use Disorder Counselor
HOURS: Full-Time / Non-Exempt
DEPARTMENT/PROGRAM: First Step Perinatal Treatment Program
SALARY RANGE: \$14.04-\$18.29; Dependent on Education
SUPERVISOR: Program Manager
FINAL FILING DATE: Friday – March 24, 2017

POSITION SUMMARY REQUIREMENT: Responsible for providing ongoing drug and alcohol screening for women in the First Step Perinatal Treatment Program. Facilitate psycho educational groups as well as individual sessions. Work with multi-disciplinary team (CSA, Mental Health staff, Probation) to provide comprehensive prevention/ intervention/ treatment services to all women referred.
Due to population served contract requires female Substance Use Disorder Counselor

APPLY TO: Maria Preciado, Human Resource Specialist
Center for Human Services
2000 W. Briggsmore Ave., Suite I
Modesto, CA 95350 or
Fax: (209) 526-0908 or
Email: resumes@centerforhumanservices.org

QUALIFICATIONS:

1. At the time of hire, must possess a California State recognized SUD Certification or Registration. Certification is required within five years of initial registration.
2. BA or BS in related field preferred. May accept equivalent experience in counseling/social services setting.
3. Minimum two (2) years experience as a Substance Use Disorder Counselor.
4. For a person in recovery, a minimum of (3) years clean and sober is required.
5. Thorough knowledge of 12-Step Recovery concepts of AA/NA and how to utilize in the treatment program.
6. Strong group facilitation skills.
7. Understanding issues specific to women in recovery.
8. Knowledge of community resources.
9. Pass agency paid criminal justice screening including fingerprints, if required.
10. Pass agency paid health screening and/or drug testing, if required.
11. Valid First Aid and CPR/Pro/AED, re-certification as necessary.
12. Valid California driver's license & current proof of auto insurance coverage.

DUTIES:

1. Complete drug and alcohol histories and initial screening assessments.
2. Provide on-going assessments for clients.
3. Perform urine screening waived testing on clients
4. Interact productively within a multi-disciplinary team to provide comprehensive prevention/intervention and treatment.
5. Maintain timely, accurate and legible records and documents.
6. Attend all supervision/consultation/team/agency meetings as scheduled.
7. Facilitate psycho-educational groups and individual sessions.
8. Perform other duties as assigned.

REQUIREMENTS:

1. Represent the agency in a professional and competent manner.
2. Advocate for the best interests of the agency and clients we serve.
3. Establish and maintain effective working relationships with the general public, co-workers, clients, supervisors and members of diverse cultural and linguistic backgrounds regardless of race, color, creed, religion, gender, sexual orientation, gender identity or expression, national origin, age, ancestry, political affiliation, citizenship, disability, medical conditions, marital status, amnesty and military or veteran status.
4. Maintain confidentiality and confidential information in accordance with legal standards and/or agency regulations.
5. Participate in assigned scheduled agency meetings, in-service trainings, conferences and other trainings as determined by the supervisor. This includes serving as an agency representative at assigned community meetings.
6. Observance of assigned working hours and program appointments by demonstrating promptness and thorough preparation.
7. Performance of assigned duties with a positive attitude and in the spirit of teamwork, collaboration and cooperation.
8. Communicate effectively both orally and in writing.
9. Perform job duties in a safe manner to ensure a safe working environment for oneself and others.
10. Preparation of assigned reports, work records, statistical data, job performance evaluations, work plans, etc. in a timely manner.

SPECIAL REQUIREMENTS:

1. Basic Exam/Drug Screening/TB Test
2. For a recovering chemically dependent person, a minimum of three (3) years sobriety and working in an active recovery program.
3. Department of Justice and FBI Clearance.

SELECTION PROCESS:

1. Review of applications for minimum qualifications.
2. Ranking of qualified applicants.
3. Top 3-5 candidates scheduled for interview.

FINGERPRINTING REQUIREMENTS: This position will require fingerprinting.

EQUAL OPPORTUNITY EMPLOYER: Center for Human Services is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.

IMMIGRATION REFORM AND CONTROL ACT: The Immigration Reform and Control Act of 1986 makes it illegal for an employer to knowingly hire or employ illegal aliens. In order to comply with this law, all individuals will be required to provide verification of authorization to work in the United at the time an employment offer is made. Acceptable verification will include a driver's license, social security card, identification card, birth certificate or a U.S. Passport, etc. This agency participates in E-Verify.

SMOKING: CHS is a smoke free workplace.

DISCLAIMER: Center for Human Services reserves the right to revise this job announcement to better meet agency service needs. The provisions of this announcement do not constitute an expressed or implied contract. Any provision in this announcement may be modified or revoked without notice. The information contained in this flyer is information which sets forth a general summary of benefits for this position. Additional information can be found in the CHS Personnel Policies. Questions regarding this announcement may be directed to the CHS Administrative Office.