

JOB ORDER

SUBSTANCE ABUSE COUNSELOR needed in Compton, CA 90220

Job Description

Position Summary:

This position reports to the Clinical Director. He/she provides counseling to clients and documents in the client chart.

Specific Job Duties and Responsibilities:

1. To provide counseling to clients
2. To conduct intake for all potential clients
3. To document all counseling sessions on a timely manner; within 24 hours
4. To conduct group sessions for clients
5. To develop group session outlines
6. To document all group sessions in client charts on a timely manner; within 48 hours
7. To develop treatment plans for the clients on a timely manner (initial within 30 days and updates every 90 days thereafter)
8. To coordinate individual and group counseling sessions as needed
9. To foster good public and community relations through awareness and education presentations
10. To meet regularly with clinical director and to keep him/her abreast of all important matters
11. To report any child or elder abuse as required by law
12. To keep all information confidential as required by law
13. To perform other duties as assigned by the Clinical Director

Qualifications:

Certified Counselor; Experience in counseling and substance abuse treatment. Knowledge of addictive process. Strong verbal and written skills. Ability to motivate clients in recovery. Knowledge and/or experience with dual diagnosed clients. Good interpersonal skills. Able to work with and conduct group sessions. Resourceful, self-motivated and able to work as a team member. Must be sober/drug free for a minimum of two (2) years.

If you meet the requirements, please email both cover letter and resume as a word attachment to adelvillar@sbwib.org