



Non-exempt
July 10, 2012

JOB ANNOUNCEMENT

- Position:** Certified Substance Abuse Counselor
- Reports to:** Program Manager
- Salary Range:** Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

The Certified Substance Abuse Counselor participates as a member of a team which provides substance abuse counseling to homeless and dual diagnosed patients.

Principal Responsibilities:

1. Provide client assessment as needed to determine appropriate program planning and implementation of agency services.
2. Utilize the Addiction Severity Index (ASI) as the primary tool for client programmatic planning.
3. Conduct individual counseling sessions to as assigned caseload of substance abuse clients.
4. Act as a facilitator of substance abuse related group sessions.
5. Maintain accurate client files in accordance with program guidelines.
6. Assist with coordinating outreach activities.
7. Interface with outside agencies and the judicial system relative to registered clients.
8. Possess a thorough knowledge of, and sensitively for the needs of our clients.
9. Submits regular written client status reports to Program Director.
10. Perform related duties and responsibilities as assigned.

Requirements:

1. Bachelor Degree in Social Work/Social Welfare, Psychology, Marriage Family and Child Counseling or Certified Counselor with one (1) year experience.
2. Work experience as a substance abuse counselor.
3. Must have valid California drivers license, proof of insurance and excellent driving record.
4. Excellent oral and written communication skills.
5. Excellent organizational skills.
6. Excellent documentation skills.
7. Perform multiple tasks while demonstrating the ability to work within a team structure.
8. Bilingual capabilities in English and Spanish preferred.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 364
Fax Number (213) 413-3443
E-Mail: cespinoza@jwchinstitute.org

Closing date: Open Until Filled
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