

JOB ANNOUNCEMENT

Position: Counselor (Drug & Alcohol Counselor)

Reports to: Program Manager

Salary Range: Staring salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Perform substance abuse related Counseling duties associated with the intensive outpatient substance abuse treatment program as outline by the Program Director.

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 substance abuse related Individual Counseling sessions to an assigned caseload of clients
4. Facilitate substance abuse group sessions for intensive outpatient treatment
5. Maintain accurate client files in accordance with program guidelines
6. Assist with outreach and tracking activities
7. Interface with outside agencies and the judicial systems relative to client base
8. Possess a thorough knowledge of and sensitivity to the needs of client base
9. Submit regular written client status and other pertinent reports to Program Manager
10. Performs other duties, as assigned.

Requirements:

1. State Certified Drug and Alcohol Counselor with three (3) years of work experience as a substance abuse counselor
2. Must have valid California drivers license, proof of insurance and excellent driving record
3. Excellent oral and written communication skills
4. Excellent organizational skills
5. Excellent documentation skills with particular attention to detail
6. Perform independently while demonstrating the ability to work within a team structure
7. Bilingual English and Spanish preferred

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

**JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 533**



Non-Exempt
December 2017

Fax Number (323) 215-0170

E-Mail cespinoza@jwchinstitute.org

Closing date: Open until filled.

JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).