



# Certified Substance Use Disorder (SUD) Counselor

SUPERVISOR/ REPORTS TO: Program Director/ Administrator

## ABOUT US

For over 40 years, **The Latino Commission (TLC)** has been recognized for delivering innovative, culturally grounded, and developmentally appropriate treatment models across California.

TLC is proud to launch **Casa Lil Hawk**, San Francisco's first community-based, Medi-Cal-funded ASAM Level 3.1 Youth Residential SUD Treatment program. **Casa Lil Hawk** provides comprehensive SUD 24/7 residential services to male youth of all ethnicities and populations under the age of 18 who are residents of San Francisco, Medi-Cal beneficiaries, and meet the criteria for ASAM Level 3.1, as defined by the DHCS. Casa Lil Hawk is designed to be a community-rooted sanctuary for healing, belonging, and transformation.

## POSITION OVERVIEW

The **Certified SUD Counselor** plays a vital role in guiding youth and families through their recovery process. This role combines direct treatment services—such as individual and group counseling, behavioral interventions, relapse prevention, and psychoeducation— with supportive teamwork, including documentation, collaboration, and community-based care, to support each youth and their family's recovery and long-term wellness.

*Several full-time and part-time positions are available, including Lead (Facility Manager) SUD Counselor with additional managerial responsibilities. Compensation varies based on counselor level and skillset (registered, certified, full-time, part-time, and shift lead, facility counselor manager).*

## MINIMUM QUALIFICATIONS

- Minimum two (2) years as a Certified SUD Counselor (CADTP, CCAPP or CADE)
- Knowledgeable and experienced in adolescent and/or developmentally focused SUD treatment and co-occurring mental health disorders, including their bio-psycho-social aspects. This includes how to identify signs and symptoms of acute conditions, as well as knowledge of ASAM Criteria and DSM-5 Substance Use Disorders
- Experienced in implementing best practices such as trauma-informed care, motivational interviewing, CBT, and similar approaches.
- Proven ability to work with and engage families, youth with co-occurring mental health disorders, youth involved in child welfare, juvenile justice, youth with disabilities, and those with gang affiliations.
- Bilingual in one of San Francisco's five core languages (Tagalog, Spanish, Russian, Chinese, Vietnamese) is not required but strongly preferred.



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- Strong skills in communication with multidisciplinary teams, conflict resolution, and behavior management.
  - Proficiency in computer skills and basic technology
  - Must pass a DOJ/FBI background check.
  - If in recovery, a minimum of two years of continuous sobriety.
  - Valid First Aid & CPR certification (training available upon hire by the facility).

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Provide direct services to adolescents with SUDs and co-occurring conditions, including individual and group counseling, psychoeducation, care coordination, ongoing and risk assessment, treatment monitoring, implementation, and crisis mediation and intervention.
- Support, guide, and teach youth in daily living skills within a residential facility. Encourage adherence to facility expectations through instruction and support, ensuring a safe and structured environment.
- Contribute to assessments, screenings, and treatment planning under LPHA guidance; implement treatment plans using evidence-based approaches (Trauma-Informed Care, Motivational Interviewing, CBT, relapse prevention). Conduct risk assessments and use trauma-informed de-escalation techniques for crisis stabilization.
- Coordinate care, including support with medication management and monitoring client progress, including, but not limited to, light household tasks as part of a therapeutic community model. Collaborate with families, attend clinical conferences, and coordinate resources, referrals, and overall care with providers, schools, probation, and child welfare systems.
- Maintain timely, accurate documentation (progress notes, treatment plans, discharge summaries) in compliance with DHCS and facility policies. Participate in team meetings, supervision, and ongoing training.
- Uphold HIPAA confidentiality and professional ethical standards.

### **COMPENSATION & BENEFITS**

- Salaries are aligned with industry standards and adjusted for experience and scope of responsibilities.
- Flexible Scheduling: Options for weekday, evening, weekend, and holiday shifts to support work-life balance.



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- Comprehensive Benefits (for full-time staff after 90-day probation) include Health, Dental, and Vision Insurance, Retirement Plan with 401(k) and Paid Time Off (PTO)
- Ongoing training, supervision, and continuing education opportunities to support career advancement.

**Be part of our team dedicated to pioneering innovative, culturally affirming, and healing-centered care that genuinely impacts the lives of youth and families.**

### **APPLICATION PROCESS**

Interested and qualified applicants should submit their completed application online via Indeed or our website at [www.thelatinocommission.org/jobs](http://www.thelatinocommission.org/jobs).

The Latino Commission on Alcohol & Drug Abuse Services of San Mateo County, Inc. is an Equal Opportunity Employer. We welcome applicants of all backgrounds in compliance with California and federal employment laws. All employees must meet annual compliance requirements established by government funders and the San Francisco Department of Public Health.

