



Registered Substance Use Disorder (SUD) Counselor

SUPERVISOR/ REPORTS TO: Lead Certified SUD Counselor (Program Manager)

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 **Registered SUD Counselor** plays a vital role in Casa Lil Hawk's 24/7 residential care team, supporting both the treatment team and youth residents. Under supervision, counselors help foster a safe, structured, and healing environment, guiding young people through recovery, skill development, and family-centered care within Casa Lil Hawk's therapeutic community. This role is ideal for individuals experienced in adolescent or youth treatment and who are working toward SUD and mental health certification or licensure.

Various full-time and part-time shifts are available for this position, including overnight and weekend positions.

MINIMUM QUALIFICATIONS

- Active registration with a DHCS-approved certifying body (CADTP, CCAPP, or CAADE).
- Minimum 2 years continuous sobriety (if in recovery).
- High school diploma (must have already begun college coursework or training in SUD counseling or behavioral health).
- Experience with adolescents in behavioral health, residential, or at-risk settings preferred.
- Knowledge of SUD, recovery, adolescent development, trauma-informed care, MI, and CBT.
- Strong communication, de-escalation, and conflict resolution skills; ability to engage youth.
- Team-oriented, with the ability to support family-centered care.
- Basic computer proficiency (electronic records, email).
- Must pass DOJ/FBI background check and drug screening.
- Bilingual (Spanish, Tagalog, Russian, Chinese, or Vietnamese) strongly preferred.





PRIMARY DUTIES & RESPONSIBILITIES

- **Direct Service Support:** Assist Certified SUD Counselors and LPHAs with group counseling, psychoeducation, assessments, treatment planning, and other assigned clinical duties.
- **Group & Individual Facilitation:** Lead educational, life-skills, and psychoeducational groups under supervision; support residents in completing treatment assignments and developing coping skills.
- **Resident Supervision & Care:** Monitor resident activities, daily routines, and structured programming; conduct safety checks; support crisis stabilization using trauma-informed interventions.
- **Documentation & Compliance:** Maintain accurate shift reports, behavioral observations, treatment notes, and other required documentation in accordance with DHCS and HIPAA standards.
- **Team Collaboration:** Coordinate with counselors, therapists, case managers, and medical staff to ensure integrated care; actively participate in staff meetings, case conferences, and supervision. Uphold HIPAA confidentiality and professional ethical standards.
- **Professional Development & House Support:** Engage in agency trainings and CE opportunities; assist with household and facility tasks to support a safe, therapeutic environment.

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.
- 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.

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.

