

**LATINO COMMISSION on ALCOHOL and DRUG ABUSE SERVICES of SAN MATEO COUNTY, INC.**

**JOB DESCRIPTION**

**POSITION:** SUBSTANCE USE DISORDER COUNSELOR

**PROGRAM:** OUTPATIENT & DAY TREATMENT

**SUPERVISOR:** OUTPATIENT PROGRAM MANAGER

**DESCRIPTION:**

The Counselor is responsible for providing outpatient treatment and supportive services for chemically dependent individuals and their families in our Entre Familia Outpatient Services Program, a Drug Medi-Cal and State-licensed Outpatient Facility in San Bruno, California.

**ROLES AND ACTIVITIES EXPECTED:**

- ◆ Facilitate group counseling sessions for individuals, their peers and family.
- ◆ Complete a psychosocial assessment and intake of clients to determine an appropriate treatment plan, then work with client to develop their individualized recovery plan.
- ◆ Participate in clinical consultations, professional collaboration, and case management meetings to insure clients' are in compliance to policies and expectations.
- ◆ Conduct individual counseling sessions with clients to monitor progress in their recovery plan.
- ◆ Submit reports and required documentation (CADDs, database forms, contract reports, etc.) in accordance with established timelines from government contracts.
- ◆ Participate in agency educational trainings and outreach activities as assigned.
- ◆ Conduct and/or coordinate educational training workshops for agency participants.
- ◆ Assist outpatient student interns as assigned.
- ◆ Attend monthly all-staff meetings.

**REQUIRED KNOWLEDGE AND ABILITIES :**

- ◆ A minimum two years experience in the substance abuse field in a capacity of counselor or equivalent position.
- ◆ Current AOD Certification (ie. CAADE, CCAPP, CADTP) or enrolled in classes working towards AOD Certification.
- ◆ If in recovery, a minimum of three years documented continuous sobriety.
- ◆ Bilingual and bicultural with the ability to speak and write Spanish and English.

**APPLICATION PROCEDURES:**

A resume/application must be mailed or hand delivered to Latino Commission on Alcohol & Drug Abuse Services of San Mateo County, Inc., 1001 Sneath Lane, Ste 307, San Bruno, CA 94066. Tel. (650) 244-1444. All Resume/application will be pre-screened and only qualified applicants will be interviewed.

The Latino Commission on Alcohol & Drug Abuse Services of San Mateo County, Inc., offers equal employment opportunity to all applicants without regard to race, creed, religion, national origin, ancestry, physical or mental handicap, disability, marital status, age, gender, or sexual orientation. All employees must meet annually requirements from our government funders, San Mateo County Health System, and San Francisco Department of Public Health.