

CALIFORNIA HUMAN DEVELOPMENT

Creating paths and opportunities for people to rise above barriers in their pursuit of better lives.

<p>PROGRAM/DEPARTMENT/DIVISION: Sonoma County Criminal Diversion Services</p> <p style="text-align: center;">Early Intervention/Outpatient Treatment</p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p>LOCATION: Santa Rosa, CA</p>	
<p>JOB DESCRIPTION TITLE: Bilingual Treatment Counselor</p>	<p>POSITION STATUS: Regular, Part-time</p> <p style="text-align: right;">FLSA Non-Exempt</p>
<p>SALARY: Salary Grade 6</p>	<p>PROGRAM HOURS: Varies</p>

GENERAL DESCRIPTION:

California Human Development (CHD) is a non-profit organization that has provided services in California for more than 30 years. The corporation’s mission is “to create paths and opportunities for those seeking self-sufficiency, independence and dignity through education, training, housing, and other services.”

SUMMARY: CHD Outpatient Treatment provides group and individual counseling for Spanish and English speaking adult individuals affected by alcoholism and drug addiction. The program emphasizes a supportive environment and better understanding of the problems of addiction and recovery – with addiction’s effects on the individual’s physical health, psychological well being, and social relationships.

ESSENTIAL FUNCTIONS: Under the supervision of the Drug Treatment Program Director, the Treatment Counselor will perform the following duties:

- A. Conduct intake/screening: Evaluate, assess and document participant information.
- B. Develop individualized treatment plans with clear and achievable goals.
- C. Facilitate group and individual counseling sessions.
- D. Keep accurate and up to date progress notes.
- E. Attend weekly treatment team meetings and clinical reviews.
- F. Make client referrals to appropriate ancillary services.
- G. Maintain client caseload appropriate for the program/clientele served
- H. Accurately record and report client attendance, participation and progress for submission to relevant referral agencies.
- I. Schedule client appointments, staff meetings, training and all activities as related to Counselor position on personal calendar accessible by all staff members.
- J. Assist clients with Medi-cal applications and verify eligibility.
- K. Prepare, submit and monitor third party billing: medi-cal, Partnership Health Plan, and other potential payer sources
- L. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE:

- A. Spanish speaking ability required.**

- B. Ability to read, analyzes, and interprets general service contracts or governmental regulations in English.
- C. Ability to communicate effectively verbally and in writing.
- D. Communicate effectively with a wide variety of individuals and groups.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Create and interpret charts and graphs.

REASONING ABILITY:

- A. Ability to maintain productive work relationships with employees, management, external agencies and the general public
- B. Ability to lead and motivate people.
- C. Ability to effectively present information and respond to questions from groups of managers and employees.
- D. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- E. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- F. Ability to interpret a variety of instructions furnished in written, oral, diagram, chart or schedule form.
- G. Ability to recognize and manage personal bias.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of Sociology, Psychology and/or Criminal Justice particularly as they relate to drug abuse, behavior patterns, and cultural factors, personal and social responsibilities preferred.
- B. Become familiar with the wide variety of community resources available in Sonoma County as they relate to the participants we serve.
- C. Ability to work with the issues surrounding substance abuse and recovery.
- D. . This includes the needs, problem attitudes and behaviors of the alcohol and drug abusing person; basic principles of individual and group behavior;; socio-economic, environmental and cultural factors affecting the behavior of alcohol and drug abusing persons Ability to work with and learn the legal terminology and criminal court procedures.
- E. Knowledge of the “self help programs” and a clear understanding of the cycle of addiction and recovery such as Alcoholics Anonymous etc.

SUPERVISORY RESPONSIBILITIES:

NONE

QUALIFICATIONS:

EDUCATION:

- A) High School Diploma or GED.
- B) In accordance with chapter 8, Division 4 Title 9 of the California Code of Regulations Section 13015, this position requires either being licensed or certified as specified in section 13005 (a) (2), as an AOD counselor by one of the state of California approved certifying organizations. Certification or registration must occur within six months of employment.
- C) 40 hours of continued education units every two years as required by certifying organization.

EXPERIENCE:

- A. Experience in a mental health or substance abuse setting preferred
- B. Any combination of course work and/or training, including on the job training that would provide the opportunity to acquire the knowledge and abilities listed.
- C. Work experience in Human Services highly desirable.

Background Investigation:

Pursuant to 703(d) and 707(b) of the California Code of Regulations, anyone with access to criminal offender record information must have a background check completed.

WORKING CONDITIONS:

A) **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

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| Frequently: | Sitting, Walking, Seeing, Hearing, Speaking, Standing,
Lift up to 25 lbs, Carrying, Pushing/Pulling |
| Occasionally: | Stooping, Squatting, Kneeling, Bending |
| Seldom: | Climbing, Twisting |

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) **WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A. Valid California Driver's license.
- B. Proof of insurance on personal vehicle.
- C. Recent satisfactory DMV printout of driving record.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date