



**California
Human Development**

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

PROGRAM/DEPARTMENT: Athena House LOCATION: Santa Rosa, CA	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. CHD is an Equal Opportunity Employer
JOB DESCRIPTION TITLE: Counselor, Residential/Drug & Alcohol	POSITION STATUS: FLSA STAUS: Regular Part Time Non Exempt
SALARY: Grade 5	Program Hours: Varies

PROGRAM DESCRIPTION: California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. **Athena House** is a long term residential treatment facility serving adult women who are addicted to drugs and/or alcohol. The program features a safe, supportive environment in which women who are addicted to drugs and/or alcohol may recover and re-enter the mainstream of society, remain out of the criminal justice system and maintain continuous sobriety.

SUMMARY: The Counselor is expected to provide individual and group counseling for women in residential treatment. In addition, the Counselor is expected to perform administrative work at the direction of the Assistant Director and/or Division Director.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Assistant Director and/or Division Director the Counselor will perform the following duties:

- A. Provide one-on-one counseling and treatment planning for residents in various stages of treatment.
- B. Provide case-management to residents and contact outside agencies in order to refer residents for other services as appropriate.
- C. Facilitate group counseling sessions for residents and lead seminars which are pertinent to issues related to recovery.
- D. Complete required paperwork and enter information into SWITS database regarding services provided to residents.
- E. Participate in weekly staff meetings.
- F. Perform administrative tasks as assigned.
- G. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Bilingual in Spanish and English preferred.
- B. Work and communicate effectively with a wide variety of individuals and groups in English and Spanish, both orally and in writing preferred.

C. Write business correspondence memorandums, reports, plans and procedures.

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. Establish and maintain productive relationships with participants, employers, management, and professionals from CHD and external agencies and the general public.
- B. Solve problems and resolve conflicts effectively.
- C. Lead and motivate people.
- D. Maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Use effective judgment in crisis situations.
- F. Work with computer database programs.
- G. Identify, implement and coordinate educational and self-enrichment training for residents.
- H. Follow-through on activities and responsibilities in a prompt and punctual manner.

QUALIFICATIONS:

EDUCATION:

- A. High School Diploma or GED
- B. Prefer certification as an Alcohol & Drug Counselor with a CA Dept. of Drug & Alcohol Program and Sonoma County approved agency or be registered with such agency and attending classes toward certification.

EXPERIENCE:

- A. Any combination of education and experience which has provided basic counseling skills, knowledge of women's issues in recovery and knowledge of the 12 Steps.
- B. Familiarity with the local community.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

This position requires:

Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing, Bending, Lift up to 25 lbs, Carrying, Pushing/Pulling

Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling

Seldom: Climbing, Twisting

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

WORK ENVIRONMENT:

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. May have exposure to hazardous materials.

CERTIFICATES/LICENSES, ETC.:

- A. Valid California Driver's License.
- B. Proof of insurance on personal automobile.
- C. Satisfactory DMV driving record.
- D. Medical clearance and TB test required.

ACCEPTANCE and CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions and all other aspects of the **Counselor, Residential/Drug & Alcohol** position as outlined above.

Employee's Signature

Date

Supervisor's Signature