



**California  
Human Development**

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

<b>PROGRAM/DEPARTMENT:</b> <b>Athena House</b>  <b>LOCATION:</b> 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
<b>JOB DESCRIPTION TITLE:</b> <b>SUD Counselor</b>	<b>POSITION STATUS:</b> <b>FLSA STAUS:</b> <b>Regular Full Time</b> <b>Non Exempt</b>
<b>SALARY:</b> Grade 6	<b>Program Hours:</b> 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 Program Director.

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

- A. Weekly Individual Counseling Sessions and Corresponding documentation as outlined by licensing and contract standards.
- B. Responsible for ongoing support in the client’s development and progress of treatment objectives, including scheduled and unscheduled treatment planning
- C. Provide case management to clients including outside referrals, reporting to referring parties and assistance with facilitation of business services related to treatment objectives Facilitate assigned group counseling sessions for residents which are pertinent to issues related to recovery.
- D. Complete required documentation in a timely manner and enter information into SWITS database regarding services provided to residents.
- E. Participate in weekly staff meetings.
- F. Participate in required trainings.
- G. Perform administrative tasks as assigned.
- H. Perform other duties as assigned.
- I. Responsible for maintaining a current registration or certification with accredited agency for drug and alcohol counselors. Facilitation of daily program operations including, but not limited to, monitoring medication, answering phones, property search and managing the client’s daily activities.
- J.

**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.
- 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. Register, obtain and maintain a Counselor Certification as defined by the California Code of Regulations, chapter 8: Certification of Alcohol & Other Drug Counselors. Must be registered prior to employment and working toward the five year allowance of time to obtain Certification from an ADP approved certifying organization.

**EXPERIENCE:**

Any combination of training and experience that provides the opportunity to acquire knowledge and abilities listed.

- A. One year experience with responsibilities involving alcohol and drug treatment and education program and academic coursework in psychology, sociology and other closely related fields.
- B. Some experience with responsibilities involving alcohol and other drug treatment, education programs and possession of a bachelor's degree in psychology, sociology or other closely related fields.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:**

This position requires:

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

Occasionally: Stopping, 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