



**California
Human Development**

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

<p>PROGRAM/DEPARTMENT: Early Intervention/Outpatient Treatment</p> <p>LOCATION: Santa Rosa</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>JOB DESCRIPTION TITLE: Bilingual Treatment Counselor</p>	<p>POSITION STATUS: Temporary Full time/Part-time FLSA STATUS: Non-exempt</p>
<p>SALARY: Grade 6</p>	<p>PROGRAM HOURS: Varies Monday-Friday 9:00 a.m. -7:00 p.m.</p>

GENERAL DESCRIPTION: California Human Development (CHD) is a non-profit organization that has provided services in California for more than 50 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 and adolescent individuals affected by addiction substance use disorder. 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 using “Best Practice” principles.
- 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 a comprehensive 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 Outlook calendar accessible by all staff members.
- J. Will actively participate in the safety program and provide meaningful suggestions for working safely.
- K. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE:

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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 in English and Spanish.
- 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.
- B. Knowledge of issues surrounding substance abuse and recovery; treatment of the substance user/abuser
- C. Become familiar with the wide variety of community resources available in Sonoma County as they relate to the participants we serve.
- D. Knowledge of professional and ethical standards of case management.
- E. Knowledge of professional boundaries; ethical principles and code of conduct.
- F. Knowledge of legal terminology and criminal court procedures as it relates to referral sources.
- G. Knowledge of the “12 step” and other supportive self-help programs”
- H. Ability to navigate SWITS, a Web Infrastructure for Treatment Services
Basic computer knowledge: Word, Excel, Power Point 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 SUD counselor by one of the state of California approved certifying organizations. Registration must occur within first day of employment and certification within five years of registration.

- C) 40 hours of continued education units every two years as required by certifying organization.
- D) Become CPR/First Aid certified within the first 30 days of employment and every two years thereafter.

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:

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.
May have exposure to hazardous materials and/or conditions

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