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**California Human Development**

**Job Description**

**EMPLOYEE NAme:**

**Job Title:** SUD Treatment Counselor I  
**Department/DIVISION:** Treatment & Recovery, Outpatient

**Reports To:** Program Director, Outpatient

**FLSA Status:** Non-Exempt

**Location:** Santa Rosa, Airway  
**Revised Date:** 01/08/2020

**Summary Description**: The SUD Treatment Counselor I is responsible for providing substance abuse counseling services to the clients of CHD’s Outpatient Program.

**DUTIES AND RESPONSIBILITIES:**

* Provide substance abuse counseling and documentation in accordance with Title 22 standards. (A Drug Medi-Cal insurance) and all contractual expectations. This includes:
* Intake/admission using both electronic and paper records.
* Substance abuse assessment using Best Practice approved assessment tools.
* Treatment planning with measurable goals, objectives and interventions.
* Individual sessions and discharge planning.
* Facilitate group sessions with knowledge of Best Practice curriculums.
* Assess court referred or walk-in clients using the American Society of Addiction Medicine (ASAM) to ensure appropriate treatment placement or additional ancillary service referrals.
* Provide progress reports to referring agents as required.
* Enter all relevant client data into the electronic record i.e. drug test results, phone communication, probation communication, attendance records, etc.
* Complete CalOMS annual updates for each client remaining in treatment for a year or longer.
* Prepare justification to continue services (stay reviews) for Medical Director to assess.
* Submit reports to referring agents as required.
* Coordinate ancillary resources as needed.
* Maintain HIPPA and 42 CFR confidentiality regulations.
* Adhere to the ethics of certifying agency (ex: professional boundaries).
* Actively participate in the safety program and provide meaningful suggestions for working safely.
* Perform other related duties as assigned.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Ability to travel to various locations.
* Bilingual English/Spanish is highly desirable.
* Ability to read and comprehend simple instructions, short correspondence, and memos.
* Ability to write simple correspondence.
* Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Basic knowledge of Microsoft Office including, Excel, Word, PowerPoint, Publisher, and Outlook.

**Education and/or Experience**

* High school diploma or general education degree (GED).
* One year related experience and/or training.
* Equivalent combination of education and experience.
* Licensed or certified as specified in section 13005(a) (2), as an AOD counselor by one of the state of California approved certifying organizations.
* Certified counselors-40 hours of continued education units every two years as required by certifying organization.
* Become CPR/First Aid certified within the first 30 days of hire and every two years thereafter.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
* Must be registered with an accrediting agency approved by the Department of Health Care Services (DHCS).

**Physical Requirements**

Regularly*:* Walk; Sit; Talk or hear;

Frequently: Stand;

Occasionally: Use hands to finger, handle, or feel; Climb or balance; Stoop, kneel, crouch, or crawl;

Vision: Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more);

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point);

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is* ***at-will****. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_