

RIVERSIDE COMMUNITY HEALTH FOUNDATION
Position Description

Position Title: Community Settlement Association Substance Abuse Counselor

Reports To: CSA DUI Supervising Counselor

FLSA Status: Non-Exempt / Full-Time

Position Summary: Under the general supervision of the DUI Supervising Counselor, the Substance Abuse Counselor is responsible for providing counseling and case management services to program participants.

Position Responsibilities:

1. Participate as a team member, upholding the mission and operating principles, and the highest standards of conduct and ethical integrity.
2. Protect the organization's value by keeping information confidential.
3. Responsible for learning and understanding Title IX regulations and ensure all documentation is properly recorded, stored, and/or filed accordingly and in a timely manner.
4. Responsible for conducting client intakes and assessments of first, second offenders, and multiple offenders.
5. Accurately report all attendance of client sessions, face-to-face sessions, group sessions, educational sessions, and meetings as required.
6. Assist clients in finding resources that will support their participation in the program.
7. Attend and actively participate in weekly meetings with DUI Supervising Counselor and team members for department and staff updates, and ongoing program training and improvement.
8. Must work effectively and with co-workers and members of the general public.
9. Perform other duties as assigned by DUI Supervising Counselor.

Minimum Qualifications:

Education: Must possess an Alcohol and Other Drug Counselor Certification from a recognized professional accrediting institution (CADTP or CTAP), and professional registration or be a Registered Recovery Worker (RRW) working towards certification.

Experience: Minimum of one years' experience in general counseling and case management preferred. Must demonstrate high ethical standards for program compliance.

Knowledge & Skills:

- Able to effectively interact with a diverse community population
- Possession of high degree of organizational skills
- Possession of good verbal and written communication skills
- Able to work independently with minimal supervision; self-motivated
- Able to maintain poise and exercise diplomacy in dealing with the public, partners, visitors and fellow workers
- Basic word processing/computer skills (i.e. Microsoft Office Suite)
- Able to set goals and to work toward meeting those goals in an organized manner
- Able to organize work and work on multiple projects at once
- Possession of problem solving, decision making and critical thinking skills
- Ability to maintain the highest level of confidentiality in all work assigned
- Ability to present a professional appearance both in dress and demeanor
- Familiar with human behavior concepts.

President/CEO

Date

I affirm that I have read the above and will exercise my duties as indicated in this job description.

Substance Abuse Counselor

Date