

Alcoholism Center for Women, Inc.
Job Description

Job Title: Per Diem Counselor	Job Code: 200
Salary Level: \$14 to \$18 Per hr. (DOE)	Division: Treatment Programs
Shift: As needed	Department: Residential or Outpatient
Location: 1147 S.Alvarado St. LA Ca 90006	Reports To: Unit Manager
Approved By: L. Herman	Date: August 12, 2019

Overall Purpose: To provide coverage to either ACW's residential or outpatient program.

Duties and Responsibilities: This position covers a shift in either ACW's residential or outpatient program providing phone assessments, group facilitation and group notes, intakes and ASAM assessments, individual counseling, crisis intervention and/or case management services and subsequent progress noting and overall safety and schedule adherence if covering a residential shift. If individual is hired for more than one shift, individual may be asked to develop treatment and discharge plans and manage a case load. Other duties as assigned.

Relationships/Contacts: Reports to Manager of Residential Services or Outpatient Services depending on which unit assisting. Perform client advocacy and outreach functions if needed and asked.

Additional Dimensions: Working knowledge of substance abuse treatment and recovery. Sensitive to the needs of women in treatment, women going through withdrawal and women who have been through trauma. Experience working with diverse populations, such as homeless women, women coming out of jail or serving their sentence at ACW. Sensitivity to women of diverse sexual orientation, diverse ethnicities, different ages and religious backgrounds and preferences. Ability to work in a community-based setting which utilizes team approach. Three (3) years' experience in group facilitation and individual counseling. Must be reliable, prompt, and flexible.

Qualification Requirements: AA Degree in Human services, or related field desirable. Degree may be substituted with high school degree and three (3) years of experience in substance abuse treatment. Two (2) years of working knowledge in social and clinical treatment setting; practical knowledge of social and clinical model treatment approaches and techniques; certification in substance abuse from accredited institution. Computer literate. Strong oral and written communications skills. Must own reliable transportation and process valid California driver's license, as well as current automobile insurance. If recovering from substance abuse, must have a minimum of three (3) years clean and sober. Need not to be recovery to apply. English/Spanish speaking are encouraged to apply. Physical Demands: Standing, sitting, walking up/down stairs, light lifting.

Work Environment: Moderate noise level.