



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

<b>Job Title:</b>	Counselor	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	MHH	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$16.50 per hour, credential differential available	<b>Position Type:</b>	Temporary, Full Time, 40 hours per week.
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Program Director		
<b>Benefits:</b>	Non-benefited		

### Applications Accepted By:

**E-mail:**

denise@alliance4you.org

Subject Line: Counselor

**Attention:** Human Resources

### Job Description

**Role and Responsibilities**

This temporary position provides intake/needs assessments, crisis intervention, counseling, classes/groups and case management to participants of Mariposa Heritage House under the guidance of the Program Director or other assigned SUD Supervisor. Additionally, the counselor may help coordinate peer supporter trainings as funding allows and assists in volunteer trainings.

**Direct Service:**

- Conducts participant intakes and needs assessments, including immediate needs and long-term needs.
- Provides referrals and collaboration for counseling, appointments, transportation and case management
- Assist clients in the development of person-centered Wellness/ Recovery plans to help participants address their needs.
- Provides crisis response, case management in the office and field, as needed, including the jail for SUD services
- Provides evaluations, assessments and treatment recommendations and SUD recovery support services, as requested by the Program Director
- Provides relapse prevention groups and other recovery supports/ groups as needed.
- Provides individual sessions to as needed
- Participates on the Drug-court team and staffing as requested by the Program director
- Provides life/soft skills trainings as needed
- Coordinates peer supporter trainings twice per year, as funding allows and peer supporter activities
- Assists with volunteer trainings and volunteer oversight as requested from the Program Director





# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

- Assists clients with calendar/schedule development and maintaining their appointment calendars, correspondence, as appropriate, and self-advocacy
- Provides advocacy and accompaniment to community services, as needed
- Coordinates services as appropriate
- Regularly communicates with partners to ensure ongoing and effective communication between programs
- Assist with transportation as requested
- Helps prepare lunch as requested
- Documents progress toward goals

## **Indirect Service Duties:**

- Records all sessions in DAP note format and print and sign name with credential on all SUD related documents.
- Maintains records of all groups with participant name and signature, title and date of groups and facilitators name
- Completes progress reports as needed and Report on Caseload Pro as needed
- Maintains a positive, welcoming and professional relationship with participants and county partners at all times, including law enforcement and crisis response
- Remains current on Certification and Addiction and Recovery field changes, issues and current trends
- Adheres to CCAPP Certification Standards and Requirements, Code of Ethics and Code of Conduct and work within Scope of Practice
- Engages in Professional Development activities with SUD Supervisor in 12 Core Functions of TAP 21 knowledge, skills and attitudes.

## **Center Operations/ General Duties:**

- Answers multiple phone lines and respond to requests.
- Greets clients and community partners that walk in the office.
- Shares in the maintenance of the facility (cleaning, stocking, organization)
- Orients new client to Program and rules.
- Prepares meals as needed.
- Stays up to date on community classes available at MHH and at other organizations
- Other duties as assigned within scope of job classification.

## **Administrative Duties:**

- Comply with agency and program policies and procedures
- Recommends to Program Director new policies and procedures for Program as necessary
- Develops new classes/groups to meet changing needs
- Attends regular program specific and agency-wide meetings and participate in community meetings as requested by the Program Director
- Communicates with the Program Director/SUD Supervisor any requests for community engagement/meeting participation
- Ensures documentation is completed timely and accurately
- Enters data and maintain participant/client documentation





# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

- Assists Program Director, Program Coordinator with data collection/analysis and evaluation efforts for programs
- Prepares correspondence on behalf of Director, as requested

## Qualifications and Education Requirements

### Knowledge of:

- Office Equipment Operation (phone, fax, copier, etc.)
- General Administrative Principals
- Computers and Software Programs (Word; Excel; Internet)
- Knowledge, attitude and skills working with criminal justice population
- Addiction and Recovery Principles and Practices
- Knowledge, attitude and skills with Mental Health First Aid

### Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with co-workers in a team atmosphere
- Shift gears to meet immediate needs and deadlines
- Prioritize work and exercise good judgment
- Demonstrate comfort and expertise in operating computers and other technology
- Work with high risk and diverse populations

### Education/Experience:

- High School Diploma; Some college or vocational courses desirable
- Certified, or the ability to become certified. RADT are encouraged to apply. Supervision hours may be obtained here.
- One year of experience in the substance use disorder field or providing individual or groups, desired
- RADT or CADC Certification preferred
- Addressing issues related to mental health, co-occurring disorders and criminal justice involvement OR an interest in enhancing their counseling skills by working with clients to address these issues

### Physical Requirements:

- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine





# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license and DMV clearance.

**Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.**

*Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.*

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	11/13/18	Revised Job Description Date:	

**\* Upon Hire, this will be signed and dated by the applicant. \***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

