



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

Job Title:	SUD Peer Counselor	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Mariposa Heritage House	Travel Required:	Yes
Level/Salary Range:	\$17.51 to \$18.67 per hour, Depending on experience	Position Type:	Full Time, 40 hours per week.
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Director – SUD Supervisor		
Benefits:	11 Paid holidays, 152 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Life and Retirement Benefit Options.		

Applications Accepted By:

E-mail: Applications@alliance4you.org

Subject Line: SUD Peer Counselor

Attention: Human Resources

Job Description

Role and Responsibilities

The SUD Peer Counselor will work with clients with substance use disorders, including their family and friends and are responsible for providing intakes, assessments, peer group facilitation and peer counseling, service coordination, education and advocacy to participants of Mariposa Heritage House with a focus on enhancing recovery. Additionally, you will work closely with community partners, including probation and drug-court and provide peer support services as part of a multi-disciplinary team. This position will carry out some duties in the detention center, coordinate peer supporter trainings and assist in volunteer trainings scheduled throughout the year. You will work under the direction and supervision of the Program Director. Upon hire you must show evidence of COVID-19 vaccination.

Direct Service:

- Conducts intakes, screenings and assessments, including needs assessments, level of function/ level of care assessments and recommendations;
- Develop and revise recovery plans, as indicated;
- Coordinate and facilitate peer-led relapse prevention groups and additional recovery supports/ groups and work with director to develop new groups, as needs are identified;
- Provide recovery-focused peer counseling to prevent relapse, enhance recovery;
- Provide ongoing case management to SUD and criminal justice involved clients;
- Documentation and record keeping in accordance with accepted principles of client record management;





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- Provide SUD education, outreach, and advocacy for our clients (including clients in the detention center), families, and in the community;
- Collaborate with community partners;
- Assist with coordination of transportation, as requested by Probation and Behavioral Health;
- Provide transportation, as needed;
- Provide crisis response;
- Assist with the coordination of peer supporter trainings twice per year, as funding allows and peer supporter activities
- Provide individual SUD recovery focused counseling sessions
- Participate on the Drug-court team and staffing as requested by the Program Director
- Assist clients with calendar/schedule development and maintaining their appointment calendars;
- Advocate for culture change in our community and with our partner agencies and promote the use of recovery-oriented non-stigmatizing language;
- Provide outreach and engagement, education and support to the community and individuals in recovery from a substance use disorder, to include meetings (AA/NA- not limited to) and support groups and skills developments;
- Assist with systems navigation and provide instrumental help, as needed;
- Provides and coordinate referrals;
- Coordinate services as appropriate for individuals and family members, as appropriate;
- Facilitate treatment placement and SUD referrals to IOP/OP at the County;
- Regularly communicate with partners to ensure ongoing and effective communication between programs;
- Attend meetings, collaboratives as requested by the Program Director

Indirect Service Duties:

- Maintain SUD client records and documentation in a manner that is secure according to 42 CFR Part 2 (confidentiality of Substance Use Disorder Patient Records) and local, state and federal regulations and consistent with TAP 21 requirements;
- Maintain group records;
- Provide ongoing CEU's evidence to supervisor;
- Maintain adherence to agency and professional Code of Ethics and Code of Conduct;
- Remain current on Certification and Addiction and Recovery field changes, issues and current trends
- Engage in Professional Development activities with SUD Supervisor in 12 Core Functions of TAP 21 knowledge, skills and attitudes.
- Complete daily service documentation, data entry;
- Compile reports as requested by the Program Director;





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- Maintain a positive, welcoming and professional relationship with county partners at all times, including law enforcement and crisis response;
- Attend community wide meetings, team meetings, and other trainings and agency meetings
- Provide weekly posts to Heritage House Social Media (e.g., Facebook, Twitter) to include activities and events, calendars, and other program related news.
- Make recommendations to director;

Center Operations/ General Duties:

- Answers multiple phone lines and respond to requests;
- Data entry;
- Greets clients and community partners that walk in the office;
- Share in the maintenance of the facility (cleaning, stocking, organization)
- Orient 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;
- Attend regular program specific and agency-wide meetings and participate in community meetings as requested by the Program Director;
- Communicate with the Program Director/SUD Supervisor any requests for community engagement, training needs, and/ or meeting participation;
- Ensure documentation is completed timely and accurately;
- Assist Program Director, Program Coordinator with data collection/analysis and evaluation efforts for programs;
- Prepare 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 with Mental Health First Aid
- Must understand addiction, have knowledge of treatment and recovery, and TAP 21 competencies of professional practice, HIPAA rules and 42 CFR Part 2





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Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough
- Work with clients and families in criminal justice settings;
- Maintain professional boundaries;
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well 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

Education/Experience:

- High School Diploma; Some college or vocational courses desirable
- Experience providing direct services to populations served at Program
- Minimum SUD Level I: Registration with an approved organization qualified to certify individual as alcohol and drug counselors pursuant to California Code of Regulations (CCR) Chapter 8, Title 9, Section 13035(a), AND completion of 155 documented hours of formal Alcohol and Other Drugs (AOD) classroom education, AND completion of 160 hours of supervised AOD training; or
- 1-year experience working with individuals and/or their families with a history of alcohol and/ or drug abuse history, a knowledge of addiction and substance use disorders and recovery and a willingness to register for certification as an alcohol and drug counselor;
- Minimum of 1-year experience in an alcohol or drug program providing recovery planning, group, and/ or individual services, is preferred.

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
- 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:





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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.
- Must provide evidence of COVID 19 vaccination upon hire.
- Annual Health screening and TB testing

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:	10/19/21	Revised Job Description Date:	11/15/21

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

Signature

Date

