



## **JOB DESCRIPTION**

<b>TITLE:</b>	Substance Abuse Counselor
<b>STATUS:</b>	Part-time/Non-Exempt/20 hours per week
<b>PROGRAM/DEPARTMENT:</b>	Adult Services Division Methadone Program
<b>IMMEDIATE SUPERVISOR:</b>	Program Coordinator

### **SUMMARY OF POSITION RESPONSIBILITIES:**

A Treatment Counselor for the Methadone Program has overall responsibility for counseling and management of clients.

### **GENERAL DUTIES:**

1. Provide individual, group or family counseling to maintenance clients within State and Federal regulations.
2. Maintain therapeutic contact with methadone client caseload during their stay in the treatment program.
3. Provide case management for clients.
4. Responsible for urine surveillance.
5. Maintain timely and appropriate client charts. This will include: Intake assessment, progress notes, and discharge summaries.
6. Maintain close communications with Methadone Medical Director and other program staff.
7. Adhere to all State, Federal and Program regulations and procedures regarding methadone treatment.
8. Refer clients on an as-needed basis to other community services.
9. Develop contracts for problematic clients inclusive of detox and maintenance programs.
10. Prepare and present case conferences for caseload maintenance.
11. Maintain communication between methadone program and outside agencies for outreach program.
12. Maintain assigned caseload.
13. Perform other duties as assigned.

### **QUALIFICATIONS:**

1. **Current certification as an Addictions Counselor by an organization accredited by the National Commission for Certifying Agencies; may consider candidates registered as interns working toward certification.**

2. Bachelor's Degree in the social sciences or behavioral sciences preferable or High school diploma and Two (2) years of paid counseling experience in human services, drug-counseling experience preferable or two (2) years of college education in human services; drug counseling experience preferable.
3. Demonstrated the ability to obtain information about and interpret information in terms of the client's dependency.
4. Demonstrated the ability to understand the natural history of drug dependence.
5. Demonstrated the ability to understand of the biopsychosocial influences and effects of dependencies.
6. Demonstrated the ability to understand the range of treatment needed by such individuals.
7. Demonstrated awareness of available treatment resources and their appropriate
8. Must be culturally sensitive to the needs of minorities and other disadvantage persons.
9. Must have the ability to communicate positively, professionally, and skillfully.
10. Must be able to assess needs and problem-solve, facilitate groups, develop treatment plans.

**WORK SCHEDULE:**

Monday through Friday,  
7:00 a.m. to 3:30 p.m.  
Some weekend coverage

**APPLICATION DEADLINE:**

Open until filled.

**APPLICATION PROCESS:**

E-mail: [jobs@westside-health.org](mailto:jobs@westside-health.org)  
Reference job id:

or

Mail Resume To:  
Human Resources Department  
Westside Community Services  
1153 Oak Street  
San Francisco, CA 94117

Fax: 415-552-3917

**WESTSIDE Community Services Is An Affirmative Action, Equal  
Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.**