



## JOB DESCRIPTION POSITION:

### **TREATMENT COUNSELOR I**

Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEFINITION:** The Treatment Counselor I classification is an entry-level position responsible for the delivery of face-to-face program activities and services to participants enrolled in program services.

### **SUPERVISION RECEIVED AND EXERCISED**

Treatment Counselor I classification receives direction from the Program Manager. Employees designated as Level II and III may also provide additional guidance and instruction to the Treatment Counselor I classification, at the direction of the Program Manager.

### **ESSENTIAL FUNCTION STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

- Deliver treatment services to participants.
- Conduct group and individual meetings.
- Evaluate the progress of participants assigned to their groups.
- Work directly with participant(s) to develop and implement an individualized treatment service plan.
- Coordinate with community resources to develop a transitional plan for continued community program activities.
- Work with participant(s) to create a support network for the participants' return to the community.
- Work collaboratively with referral and funding resources
- Coordinate with a support Treatment Counselor II and II classifications to address safety, security, and if necessary, removal of participants from the program.
- Work collaboratively with all criminal justice supervision—California Department of Corrections and Rehabilitation, Probation Department(s), Yolo County Sheriff's Department, etc.
- Work collaboratively with various supervision agencies—Child Welfare Services, Veterans' Association.
- Embrace and embody the mission, vision, guiding principles, clinical vision, and goals of Fourth & Hope and Walter's House
- Perform other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Experience consisting of one (1) year of providing direct substance abuse counseling and/or case management services, including criminal justice population, required.
- At the time of hire/promotion, must be registered and/or certified as an AOD counselor with a certifying organization recognized by DHCS.
- Knowledge of offender populations, criminal subcultures, cultural competency, substance abuse assessment tools, therapeutic community concepts, cognitive behavioral therapy.

### Ability to:

- Provide services that meet *Culturally and Linguistically Appropriate Services (CLAS) Standards*, that are respectful of and responsive to each person's culture and communication needs, and take into account the client's cultural health beliefs, preferred language(s), health literacy levels, and other communication needs.
- Encompass strong adherence to counseling Code of Ethics/Conduct
- Take initiative and problem solves.
- Communicate clearly and concisely, both orally and in writing.
- Monitor, assess, evaluate, and resolve community conflict issues.
- Coordinate program activities with participants and staff.
- Respond to requests and inquiries from participants and public.
- Maintain confidentiality.
- Operate and maintain data entry systems utilized for program outcomes, reporting, such as HMIS, Kareo EHR, AVATAR, Apricot, CalOMS, etc. if applicable.
- Follow policy and procedures.
- Drive participants to various destinations, as needed.

## EDUCATION / WORK EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain knowledge and abilities would be:

- High School Diploma or equivalent, and;
- One (1) year social service experience, or;
- Associates Degree in social services or related field;
- Graduation from a regionally accredited four-year college with a degree in Addiction Counseling, Criminal Justice, Social Work, Psychology, or a related field, is preferred;
- Currently enrolled in an AOD counselor certification program, and;



- Registered with a state approved certifying organization (i.e. CCAPP);

#### PHYSICAL DEMANDS:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external program environment; occasional bending and stopping, typing, and operating assigned equipment. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation may be made to human resources.

#### SPECIAL REQUIREMENTS:

- Must possess current and valid California driver's license, including a driving record acceptable to F&H insurance company.
- Must be insurable by F&H insurance carriers
- Must meet minimum requirements to access and use program data entry systems.
- Be available for call-back to program as needed.
- Provide required proof of legal right to work in the United States.
- Must provide T.B. clearance from a medical professional.
- Must provide DMV print out
- Must be able to support a flexible schedule, including evening, nights, weekends, and graveyard shifts.

Fourth & Hope is an equal opportunity employer.

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**EMPLOYEE STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement/classification.
- I am able to perform the essential functions listed with or without accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as needs arise.

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Employee Name (Print)

Signature

Date

**PROGRAM MANAGER STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement/classification.

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Manager Name (Print)

Signature

Date