



## HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

### PRINCIPAL SUBSTANCE USE COUNSELOR, FULL TIME SUBSTANCE USE TREATMENT OUTPATIENT PROGRAM POSITION DESCRIPTION AND JOB ANNOUNCEMENT

Union Position

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District, and offers substance use prevention, treatment, employment, mental health and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

**Position Title:** Principal Substance Use Counselor  
**Reports To:** Executive Director (interim basis)

**Program Summary:** The Substance Use Outpatient Treatment Program (OP) provides culturally-rooted services that address the needs of youth in our community through individual, group, and family counseling, case management, collateral, and other healing-focused strategies such as art and music therapy, medicinal drumming, etc. Services are provided onsite, in the community including other CBOs, Juvenile Hall and San Francisco County Jails, at participating schools.

#### **Duties and Responsibilities:**

- Provide culturally and linguistically competent Substance Use Outpatient Treatment Services to youth and young adults ages 10-26.
- Work closely to with SFUSD and other City Department staff to coordinate referrals and service implementation to enhance a client's experience and success in the program.
- Develop and implement an outreach plan and corresponding activities for the purpose of engaging youth in programming.
- Work collaboratively with Agency staff to increase knowledge and participation in OP services and initiatives, and support the facilitation of, and increase in, referrals and program support.
- Conduct client intakes, screening, and assessments to determine needs, strengths, supports, etc.
- Develop strength-based Plans of Care for each client and consistently monitor progress.
- Conduct individual, group, and family counseling, including follow-ups.
- Document and maintain up to date client files, progress notes, and plans of care while ensuring confidentiality, according to clinical procedures.
- Track client services and enter them into the AVATAR system on a daily basis, and within 24-48 of service provision.
- Act as an advocate for clients and families to ensure quality and responsive service delivery.
- Provide case management and collateral services that includes communicating regularly with schools, probation officers, social workers, family members and other caregivers, regarding client's treatment progress, etc., when appropriate.
- Accumulate knowledge of, and coordinate services with other providers, when appropriate.
- Provide coordination support to achieve the mission and objectives of the Outpatient Program.
- Attend weekly Encuentro Clinical meetings, bi-weekly All Staff meetings and other funding source and required meetings.



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- Attend all required trainings, including DMC ODS, documentation, other trainings to stay abreast of program and service requirements.
- Participate in all relevant trainings (ASAM, DMC ODS, documentation, etc) to ensure knowledge and implementation of funding source requirement.
- Perform other duties as requested by the Program Director, Treatment and Gender-Specific Programs.

### **Minimum Qualifications:**

- A minimum of 2.5 years working with at risk youth and their families.
- Must be a State Certified Counselor (or enrolled in an accredited institution and in the process of obtaining certification), through the CCAPP California Consortium of Addiction Programs and Professionals certification credential (CADC) or equivalent organization.
- Bilingual (Spanish/English) preferred.
- Knowledge in Motivational Interviewing, Stages of Change, Motivational Enhancement Therapy, Cognitive Behavioral Therapy, MET/CBT 5 treatment models.
- Knowledgeable of clinical treatment, healing arts, intervention techniques, and approaches to youth development.
- Knowledge and ability to use Avatar system for all documentation.
- Experience working with youth within the juvenile justice system, youth with disabilities, youth with co-occurring disorders, and/or gang-affiliated, etc.
- Able to maintain confidential, accurate, and complete records including documentation of daily encounters; progress notes; weekly and monthly reports, etc.
- Must be a self-starter and able to organize/coordinate services/workflow in a flexible setting.
- Excellent organizational, communication, written, and verbal skills.
- Ability to work as a member of a team and work outside of regular business hours (that may include evenings, weekends, before and after hours).
- Must be able to pass a Department of Justice background check and clear a TB test before first day of employment.
- This position is under the collective bargaining agreement with SEIU 1021 and in such is subject to enrollment.
- Must have a valid driver's license and the ability to operate the agency van.
- If in recovery,

### **Compensation and Benefits**

This is a full-time, permanent position after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1<sup>st</sup> of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The hourly wage ranges from \$21.34-\$24.73.

### **Application Deadline:**

Open Until Filled

### **Application Process**

Submit cover letter and resume, via email, to: Vilma Herrera, Program Assistant, via email at [vherrera@horizons-sf.org](mailto:vherrera@horizons-sf.org), or via mail to: 440 Potrero Avenue, San Francisco, CA 94110.



## **HORIZONS UNLIMITED OF SAN FRANCISCO, INC.**

**Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and People Of Color Are Encouraged To Apply.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**