

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

### **POSITION DESCRIPTION AND JOB ANNOUNCEMENT**

#### **Substance Use Counselor, Full Time Substance Use Treatment Outpatient Program 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/workforce development, mental health and wellness, and gender-affirming services, to Latino and all youth of color, up to age 24, and their families residing in the Mission District and throughout the city and county of San Francisco.

**Position Title:** Substance Use Counselor

**Reports To:** Program Director, Treatment Programs

**Program Summary:** The Adolescent Drug Medi-Cal Substance Use Outpatient Treatment Program (OP) provides culturally rooted, integrative services that address the substance use needs of youth in our community through comprehensive screening and assessment, intake, individual and group counseling, case management, collateral, etc. Services are generally provided onsite and in the field such as within the SFUSD and in the community, based on need.

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

- Provide culturally and linguistically competent Substance Use Outpatient Treatment Services to clients up through age 26.
- 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 and group 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.
- Provide case management and collateral services that include communicating regularly with schools, probation officers, social workers, family members and other caregivers, regarding client's treatment progress, etc., when appropriate.
- Track and enter services into the AVATAR system on a daily basis, and within 24 hours of service provision.
- Act as an advocate for clients and families to ensure quality and responsive service delivery.
- Accumulate knowledge of, and coordinate services with other providers, when appropriate.
- Provide coordination support to achieve the mission and objectives of the Outpatient Program.
- Complete mandatory state compliance and other trainings.
- Attend weekly Encuentro Clinical meetings, bi-weekly All Staff meetings and other funding source and required meetings.
- Other duties as assigned by the Program Director.



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### **Minimum Qualifications:**

- A minimum of 2.5 years working with at risk youth and their families.
- Must be a enrolled and/or registered or State Certified Counselor through an accredited institution such as CCAPP or CAADE.
- Must complete all requirements needed to maintain registration and/or certification.
- 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 the 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; Plans of Care, 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 clear a Tuberculosis (TB) test before the first day of employment and annually.
- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Complete annual recurrent required training.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 years

### **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 st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. Starting hourly wage is between \$28.00-\$32.00.

### **Date Posted:**

December 12, 2022

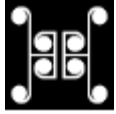
### **Application Deadline:**

Open Until Filled

### **Application Process:**

Submit cover letter and resume by email at [officeadmin@horizons-sf.org](mailto:officeadmin@horizons-sf.org) or mail to 440 Potrero Avenue, San Francisco, CA 94110.

COVID-19 advisory: Horizons operates as an essential service organization and has implemented a COVID-19 Recovery Plan that documents operations, safety protocols, and guidance for the safety of



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staff and provision of services in accordance with local, state and other Health Orders and guidelines. At the time of this posting, services will primarily be offered in-person, onsite or in local high schools.

This is subject to change and Horizons reserves the right to make changes to its Recovery Plan, processes, policies and practices at its discretion.

**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 BIPOC are encouraged to apply.**

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