



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.
POSITION DESCRIPTION AND JOB ANNOUNCEMENT

SUBSTANCE USE COUNSELOR
COMMUNITY OPIOID/STIMULANT PREVENTION AND EDUCATION (COPESEF)

Full time, 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, ages 12 to 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: Behavioral Health Program Director

Program Summary: Community Opioid/Stimulant Prevention and Education, San Francisco (COPESEF), is a new and innovative, trauma-informed, and youth-centered substance use disorder (SUD) prevention, education and early intervention program aimed to reduce the harm of stimulants, opioids and polysubstance use in the lives of BIPOC youth (with an emphasis on Black and Latinx) in San Francisco. Using a 4 pronged approach, our program offers:

1. Youth-focused, community/SFUSD opioid and stimulant prevention presentation/training series;
2. Community-defined Brief Intervention Services (BIS);
3. Youth leadership group;
4. And Referrals to treatments.

Through these activities, we aim to empower youth with the knowledge, skills and resources needed to navigate substance use and prevent addiction onset while prioritizing a holistic, healing-centered approach.

Duties and Responsibilities:

Program Planning, Development and Implementation

- Conduct research on current needs, trends, and best practices in opioid/stimulant use prevention, stigma reduction, and resources.
- Develop youth-centered and youth-friendly SUD workshops/presentations.
- Create pre/post tests to measure knowledge gained via workshops/presentations.
- Develop an outreach plan for community-based agencies and SFUSD participation.



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- Research Brief Intervention Best practices to finalize a 4-6 session model.
- Develop a 10-12 week leadership cohort model and design.
- Implement core service components of the COPEsf program, including outreach, recruitment, and corresponding activities using a trauma-informed, culturally sensitive, and healing-centered approach.

Collaboration and Coordination

- Work closely with SFUSD and other community-based organizations to coordinate presentations and services, including referrals for youth in need of treatment services.
- Collaborate with agency staff to increase knowledge of and participation in COPEsf services and initiatives.

Client Services

- Conduct client intakes, screening, and assessments for Brief Intervention Services (BIS).
- Document and maintain up-to-date client files, progress notes, and plans of care.
- Act as an advocate for clients and families to ensure quality and responsive service delivery.
- Track client and program services and enter them into the COPEsf services and billing spreadsheets.

Documentation and Reporting

- Maintain accurate accounting and documentation of program services and deliverables.
- Prepare monthly, quarterly, and annual reports as required by agency and funding sources.
- Implement program evaluations to measure the impact of service delivery.

Compliance, Training and Representation

- Ensure complete knowledge of contract requirements and compliance to provide quality programming.
- Accumulate knowledge of and coordinate services with other providers when appropriate.
- Attend weekly Clinical meetings, bi-weekly All Staff meetings, and other required meetings.
- Attend all necessary training to increase knowledge, skills, and abilities and stay abreast of program and service requirements and compliance.
- Represent COPEsf at agency, community, and other relevant meetings and events.
- Perform other duties as requested by the Behavioral Health Program Director.



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Minimum Qualifications:

Experience and Qualifications

- A minimum of 2 years providing social services to at-risk youth and their families.
- Experience providing SUD prevention, early intervention, and/or treatment services.
- Knowledge in Motivational Interviewing, Stages of Change, Brief Intervention Services, Cognitive Behavioral Therapy, etc.
- Knowledgeable in SUD clinical treatment and early intervention, healing arts, intervention techniques, and approaches to youth development.
- Experience working with youth within the juvenile justice system, youth with disabilities, youth with co-occurring disorders, and/or gang-affiliated, etc.
- Bilingual (Spanish/English) preferred.
- Must be enrolled/registered in an accredited institution and in the process of obtaining certification through the CCAPP California Consortium of Addiction Programs and Professionals certification credential, or equivalent organizations (i.e., CAADE, CADC, etc).
- State Certified Counselor in an accredited institution preferred.
- If in recovery, must be clean and sober for a minimum of 2 years.

Skills and Abilities

- Passion for program development/evaluation, including the development of systems and tools.
- Able to maintain confidential, accurate, and complete records including documentation of daily services, workshops, and groups, and monthly reports, etc.
- Must be a self-starter; able to organize/coordinate services and 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).

Job Requirements

- Must have a valid driver's license and the ability to operate the agency van.
- Must be able to clear a Tuberculosis (TB) test before the first day of employment and annually.



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- 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.

Compensation and Benefits:

- 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 1st of the month following 1 full month of continuous employment.
- Paid vacation, sick leave, and holidays.
- Depends upon certification status with a range from \$28.00 to \$32.00.

Updated:

December 18, 2023

Application Deadline:

Open Until Filled.

Application Process:

Submit a cover letter and resume by email at 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 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.