



## **AODA COUNSELOR (English/Spanish)**

### **Job Description:**

The AODA Counselor will be responsible for providing individual, group and family substance abuse education and treatment services to women and their families. This includes the conducting of a comprehensive assessment of psychosocial and substance abuse history and development of a Treatment Plan in accordance with requirements under HFS 75.13. Counselors will be expected to engage clients in treatment and ensure that they are linked with community supports and receive wraparound services. Counselors will also collect data that will be used for project performance reporting.

### **Responsibilities:**

- Provide counseling to individuals about the use and effects of alcohol and drugs.
- Provide counseling to pregnant women about the effects of drugs and alcohol on the fetus.
- Provide group counseling.
- Accepts referrals from individuals, families and agencies in the community.
- Ensure laws, standards and guidelines are being followed.
- Maintain strict confidentiality guidelines regarding all client conversations and referrals.
- Assist individuals to identify their need for treatment.
- Assist clients to meet all requirements.
- Evaluate the effectiveness of external treatment programs.
- Access and collect relevant information.
- Distribute relevant information.

**Qualifications include:** Qualifications will include a minimum of a Drug and Alcohol Counselor Diploma combined with one year of related experience working in a substance abuse treatment, criminal justice, child welfare or related setting. Incumbent must maintain strict confidentiality in performing the duties of Drug and Alcohol Counselor. **Bilingual in English and Spanish languages required.**

**Position reports to:** Outpatient and Day Treatment Coordinators.

**Pay range:** \$18.00 - \$20.00 per hour, depending on experience.

Apply by February 20, 2019, by emailing [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net).