

LATINO COMMISSION ON ALCOHOL & DRUG ABUSE SERVICES, INC.

JOB DESCRIPTION

POSITION: CO-COUNSELOR

SUPERVISOR: COUNSELOR 1 OR 2

POSITION OVERVIEW:

The Co-Counselor is an entry level counseling position designed as a training for those interested in developing counseling skills in the field of Substance Abuse treatment. The Co- Counselor is responsible for maintaining the residential environment and over site of the supportive activities for chemically dependent individuals and their families within the TLC treatment facility.

MINIMUM QUALIFICATIONS:

- Register CAADE/or equivalent; enrolled in AOD classes (over one year) working towards AOD Certification
- If in recovery a minimum of three years documented and continuous sobriety
- Has experience in treatment and recovery; which may include residential, intensive day, and outpatient etc.
- Bilingual and bicultural with the ability to speak Spanish and English preferred.
- Proficient in reading, writing and communicating in English.
- Basic Computer Skills
- Ability to administer Cardiopulmonary Resuscitation (CPR) and/or other lifesaving emergency techniques in case of emergency for Adults and Infants (Proof of Certification will be required).

PRIMARY DUTIES AND RESPONSIBILITIES:

Report To Co / Primary and/or Supervisor
Assist With and In The Absence of Counselor 1, 2 and Supervisor
Monitor and Assist clients with their needs.
Facilitate scheduled and unscheduled groups (Support, Pull-Ups, Awareness groups, etc.)
Inspection of the Facility and Client's Living Quarters Cleanliness and Organization.
Hourly Night Rounds Checks of Facility and Clients
Recording of occurrences / issues and client's progress on "Daily Log Notes and Staff Log Book"
Cleaning and organizing of Office.
Filing of Necessary paperwork.
Recording on Desk Calendar of client's appointment/s
Client U.A. Testing
Receiving and Inspecting Donations (e.g. Expiration, Quality, Assure "NO" Contents of Alcohol, etc)
Knowledgeable and Understanding on Completing of ALL Clients' File, Paperwork and Forms.
Phone Calls (Overall- Answering, Returning, Relaying Messages, Faxing)
Perform Monthly Fire Drills with Clients
Complete New Client Initial Assessments
Complete Incident / Critical Reports, as necessary.
Facilitate Double Scrub - House Meeting /Menus / Grocery / Costco Cleaning Supplies Inventory and Ordering List.
Client Avatar (Paperwork) Admissions, Discharges, ASI's, TLC Client File
Client (1 on 1 / Individual Sessions).
Client Initial Assessments.
Daily House / Chores Inspection.
All Client Medication Procedures and Med Counts - (Shift Change Med and New Med Counts, Refills, Monitoring of Client's Self-Administering Meds, Changing of And Creating New Med Logs)
Create / Modify Necessary Forms (Appointment Schedule, Client Sign-Out-Sign-In, Group Schedule, Menus.
Donations – Receiving.
Monthly In-House Fire-Drills.
Report, Perform Minor / Moderate / Severe House Repairs.
Referrals to Other Programs if/and when necessary (Detox, O.C.G., P-90, Free At Last, etc.)
Connect Clients to Community Resource Centers and Coordinate appointment with (G.A., Medical, Dental, Mental Health Vocational Rehab Services, Insurance Coverage, Housing, etc.)
Incident / Critical Incident Reporting (Client, Staff, Facility).
Complete and Print Client Weekly Group Process Sheets
Copy and Print Weekly "Daily Log" Notes
Clean DMV Record
Transport clients as needed

Staff may be transferred to a comparable facility or within agency at the discretion of the agency.

APPLICATION PROCEDURES:

A resume/application must be emailed / mailed or hand delivered to The Latino Commission on Alcohol & Drug Abuse Services, 1001 Sneath Lane, San Bruno, CA 94066 Tel (650) 244-1444. www.thelatinocommission.org. All Resume/application will be pre-screened and only qualified applicants will be interviewed. The Latino Commission on Alcohol & Drug Abuse Services, Inc., offers equal employment opportunity to all applicants without regard to race, creed, religion, national origin, ancestry, physical or mental handicap, disability, marital status, age, gender or sexual orientation

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