



JOB DESCRIPTION

Job Title: Counselor I (Full-Time) or (On-Call) **Program:** Golden Gate for Seniors
Reports To: Program Director **Status:** Non-Exempt, Union

PRIMARY RESPONSIBILITY:

The Counselor I position will facilitate group and individual counseling sessions, provide educational services, maintain client records, and participate in case management and clinical supervision sessions.

ESSENTIAL JOB DUTIES:

- Facilitate individual and group substance abuse counseling sessions.
- Maintain a client caseload.
- Develop and update client treatment plans.
- Present and develop educational lectures.
- Maintain accurate and timely client charts.
- Participate in case management and clinical supervision sessions.
- Assist with new client orientation.
- Interact effectively with substance abuse providers.
- Adhere to established policies and procedures.
- Training and meeting attendance.
- Administrative support services (i.e. auditing client files, filing, etc.)
- Interviewing prospective new clients
- Other duties as assigned.

QUALIFICATIONS:

- Background in psychology, social work, etc. **OR** related human services field, preferably a bachelor's degree or (equivalence in education and work experience).
- CCap registration or AOD certification issued by the California Department of Alcohol and Drug Programs (ADP) **OR** certification exemption such as Clinical Social Worker (LCSW), Marriage Family Therapist (MFT), Psychologist. **Interns registered with the California Board of Psychology or the California Board of Behavioral Sciences are welcome to apply.**
- Two years current experience in chemical dependency field.
- Two years current experience in group counseling and client caseload management.
- Basic computer skills in Microsoft Word and Microsoft Excel. Ability to work in a networked computer environment.
- CPR and first aid certification within 90 days of hire.
- Bilingual English/Spanish preferred but not required.

To Apply:

Submit a letter of intent and resume to us by preferably by email or you may fax it to us (see below). Include the job title you're applying for (fulltime, on-call, or either).

Fax (415) 626-9198 or email michael.taylor@catsinc.org