

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Substance Abuse Counselor
FLSA: Non-Exempt, Fulltime with Benefits

Division: Mental Health- FSP
Supervisor: Licensed Clinical Supervisor
& Behavioral Health Director

Pay Range/Rate: \$30-\$32/hr

Revised: May 2023

Summary:

Under the supervision of the Licensed Clinical Supervisor/Behavioral Health Director, the Substance Abuse Counselor will work with adult participants and family members (if applicable) in a Full Service Partnership program focused on Vietnamese population in Orange County to serve clients who have severe and persistent mental illness (SPMI). The Adult FSP program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

Essential Functions:

- ◆ Providing confidential addiction counseling, education and support to participants and their families in the Adult FSP to promote healthy lifestyles and healthy choices.
- ◆ Provide 24/7 services and crisis intervention to participants in the FSP program.
- ◆ Meets monthly minimum requirement of 100 Direct Service Hours and other Face-to-Face meeting requirements
- ◆ Appropriately and thoroughly documents all services rendered and contact had with participants in the form of billable and non-billable progress notes in compliance with state, county, and Medi-Cal/Medicare standards
- ◆ Provides counseling and support to individuals and families experience with addiction. This may include confidential individual, family or group counseling about the causes and effects of addictions support for families dealing with addictions and/or referrals to treatment for individuals requesting this opportunity
- ◆ Link participant's significant members to appropriate resources to increase self-sufficiency and community integration
- ◆ Provide education to individuals and groups in the community with a focus on high-risk populations
- ◆ Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and standards.
- ◆ Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- ◆ Promoting a healthy, addictions free lifestyle will ensure the health and wellness of individuals, family members and the community.
- ◆ May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- ◆ May coordinate development of mental health services data and information.
- ◆ Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required:

- ◆ Bachelor's degree in Social Work, Counseling, or related field with two or more years in an AOD or mental health setting.
- ◆ Certificate in Addiction/Substance Counselor
- ◆ Combination of comparable skills, experience, and education.
- ◆ Bicultural and bilingual is required.
- ◆ Demonstrate knowledge of and sensitivity towards various cultures
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Excellent verbal and written communication skills.
- ◆ Excellent organizational and prioritization skills.
- ◆ Strong computer skills.
- ◆ Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- ◆ Ability to be proficient and timely with required paperwork.
- ◆ Must be able to work collaboratively with other agency partners.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ California Driver's License, car insurance, and reliable transportation.
- ◆ Ability to do some travel for conferences, meetings, trainings, and data collections at other sites.
- ◆ Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- ◆ Verification of employment eligibility and Background Check required.
- ◆ Regular attendance required.

Desired Qualifications - Knowledge, Skills and Abilities:

- ◆ Ability to be flexible and take initiative
- ◆ Personal recovery experience not required, however, knowledge of recovery support system and 12-Step programs preferred.

Supervisory Responsibilities:

- ◆ No supervision of employees will be required at this time.

Environmental Conditions (Working Conditions):

- ◆ Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community-based duties.

Physical Requirement:

- ◆ In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirement:

- ◆ The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

Application Process:

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to email: careers@ocapica.org

Please ensure that the email subject has the job title: **Substance Abuse Counselor**

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low-income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

***Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
Equal Opportunity/Affirmative Action Employer***

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