



Job Title: Bilingual AOD Counselor
Supervisor: Housing & Treatment Director
FLSA Status: Part-Time Non-Exempt

Department: Housing & Treatment
Salary Range: \$21 - \$25 DOE
Closes: Jan. 24, 2021

Organizational Overview: Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, forgiveness, accountability, and reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. Agency website: www.restorativepartners.org

Job Overview: Working collaboratively with the Housing & Treatment Director, and staff, Parole, STOP Contractor, and community partners, the AOD counselor is responsible for face-to-face treatment activities with participants including case management, individual treatment, and group facilitation. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee, and partner relationships.

Essential Duties & Responsibilities

- Daily data entry pertaining to STOP participant services in the Automated Reentry management system (ARMS), California Dept. of Corrections and Rehabilitation case management system
- Organize and maintain client files, tracking spreadsheets and reports
- Assists with invoicing & receipts
- Complete all treatment intake, orientations, assessments, and treatment plans within the prescribed time-frame for contract compliance
- Evaluate and report the progress of each participant attending group and one-on-one counseling sessions
- Work directly with participants to develop and implement treatment plans
- Organize and maintain current and archived client files
- Maintains compliance with all participant documentation and files both hard and electronic
- Communicate with the contractor, community stakeholders, and RP Staff as needed
- Conduct individual addiction disorder treatment sessions with participants/clients
- Facilitate and/or oversee weekly group counseling sessions
- Communicate and collaborate with RP Housing Staff.

- Participate in regular/weekly RP Treatment and Housing Staff meetings regarding client progress and/or concerns

Other Duties and Responsibilities

- Adhere to policies and procedures that ensure the integrity, accuracy, and security of all data maintained in ARMS
- Notify Housing & Treatment Director of any problems/issues involving any participants
- Work collaboratively with housing team regarding clients assigned to the caseload
- Record and conduct drug screenings as needed
- Organize, maintain and update client forms online and hard copy

Knowledge, Skills, Talents, & Abilities

- Ability to work within and contribute to a team environment
- Proficiency with Google Drive and Dropbox
- Operational knowledge of MS-Word, Excel, and Access
- Embrace a restorative justice approach to the criminal justice system
- Ability to demonstrate proper attitudes and techniques towards the reentry population
- Demonstrate ethical behavior in order to maintain professional standards and safeguard participants
- Written and verbal fluency in English required; additional written and verbal fluency in Spanish is required
- Provide interpretation and translation, as needed, for Spanish-speaking clients, both intra-agency as well as with project partners and community agencies to assist clients in reaching their goals.
- Translate forms and program brochures into English
- Ability to prioritize and handle a variety of assignments simultaneously in a fast-paced and time-sensitive work environment
- Must be organized, flexible, and a self-starter
- Must be reliable and prompt

Education and/or Experience

- Minimum 1-year experience working with a criminal justice population in a substance abuse program
- At least 4 years clean time

Certificates, Licenses, Registrations

- AOD Certification
- Must have a valid California Driver's License
- Certification in a variety of CBT's (CBISA, T4C, Seeking Safety) preferred
- Must pass a background check through CDCR
- Must provide TB clearance
- Motivational Interviewing
- CPR/1st Aid