



Job Title: AOD Counselor
Supervisor: Housing & Treatment Director
Salary Range: \$23.34 - \$26.52
Bilingual differential = +\$.58 cents /hr

Department: Housing & Treatment
FLSA Status: Non Exempt

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, of forgiveness, of accountability, and of 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, RP Housing Coordinators, Parole, STOP Contractor, SLO County Drug and Alcohol Services, San Luis Obispo Probation Department, and community partners, the AOD counselor is responsible for face-to-face/virtual 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 and with Restorative Partners Agency Database
- 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 contractors, community stakeholders, and RP Staff as needed
- 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
- Administer UA (drug) testing and documenting results as required

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
- Strong verbal and written communication skills needed, including proper spelling and grammar
- 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 of 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
- Must agree to the Agency Vaccination Policy

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Acknowledgment

I acknowledge that I have read the job description and requirements for the _____ position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.