

Date Posted: 06/13/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Substance Abuse Counselor

Employer/Agency: Contra Costa County California

Job Description: The Contra Costa County Health Services Department is seeking qualified applicants to fill several Substance Abuse Counselor vacancies. Substance Abuse Counselors work within the Community Substance Abuse Services Division of the Health Services Department and engage in a variety of counseling and prevention activities targeted at individuals, groups, and families experiencing – or at high risk for – problems related to substance abuse. Positions may be assigned to either an outpatient or residential facility program in East, West, or Central Contra Costa County. Individuals selected for this position may be required to work various shifts and weekends.

The employment list established by this recruitment may remain in effect for one year.

Typical Tasks:

- Interviews applicants to determine appropriateness for program services
- Conducts intake assessments to determine client problems and appropriate course of action
- Orients clients on program requirements
- Provides substance abuse counseling to individuals, families and groups
- Conducts group education programs
- Provides crisis intervention and counseling
- Develops recovery plans and makes referrals to appropriate service providers
- Represents the division to the community through outreach activities and educational programs
- Maintains client case records and does technical

- client charting
- Participates in meetings, committees and training
- Plans, schedules and implements clients daily work, counseling and recreational activities
- Monitors client files
- Prepares reports for other agencies as required
- Monitors ongoing treatment
- Develops aftercare plans and provides client follow-up
- Provides and promotes excellent customer service for all internal and external customers

Qualifications:

License Required: Candidates must possess and maintain throughout the duration of employment a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Certification Required: Candidates must possess and maintain throughout the duration of employment certification as an Alcohol and Other Drug (AOD) Counselor issued by a certifying agency approved by the California Department of Alcohol and Drugs Program.

Education: Successful completion of 60 semester or 90 quarter units from an accredited college or university which included at least 12 semester or 15 quarter units in psychology, sociology, counseling, chemical dependency or a closely related field.

Experience: Two years of full-time experience or its equivalent counseling persons in a substance abuse program.

Substitution for Education: Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of one and a half years of education. No substitution is allowed for the required 12 semester or 15 quarter units of specialized coursework.

Substitution for Certification: Possession of registration to obtain certification as an Alcohol and Other Drug (AOD) Counselor issued by one of the certifying agencies approved by the State.

OTHER REQUIREMENTS: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

Salary/Hours: \$53,142.24 - \$64,594.68 Annually
Full-time

Employer/Agency: Contra Costa County
Address: 651 Pine Street
City, State, Zip: Martinez, CA 94553

Phone: (925) 335-1700
Fax: (925) 335-1797

Application Method: Applicants are encouraged to apply on-line at Contra Costa County Department of Human Resources, or, a completed Contra Costa County application must be received or postmarked by the closing date/time listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553, or the County Application can be received by visiting our website at the web link listed above. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.

Opening Date: Open immediately, Application closes 7/1/2011 at 5pm PST.

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***