



# GENERAL JOB DESCRIPTION

## TITLE: Clinical Substance Use Disorder (SUD) Counselor Case Manager

**Magnolia Women's Recovery Program** is a community-based non-profit 501(c) organization. We provide a safe transitional haven for women with children, pregnant and postpartum women overcome substance use and mental health issues.

### **Position: Clinical Substance Use Disorder (SUD) Counselor Case Manager**

**Job Summary:** Provide supportive individual and group counseling to parenting and pregnant women with substance use disorders and possible co-occurring disorders, trauma, and re-entry challenges enrolled in inpatient SUD treatment. Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our community, and accountability and ownership.

**Status:** Full Time

**Supervisor:** Supervising Clinical SUD Counselor / Director of Operations

**Positions Supervised:** None

**Pay:** \$22 per hour, bi-weekly

**Anticipated Hours:** This is a full-time position. This person must be available to work 40 hours per week, 9:00am – 5:30pm, Monday-Friday.

**Knowledge:** An understanding of gender-specific addiction and recovery, co-occurring disorders, individual counseling, and facilitation of educational groups such as CBT, DBT, Seeking Safety, domestic violence, trauma, relapse prevention, life skills, education and employment, parenting, and anger management. Experience working with perinatal populations, women and children, and families involved with CPS preferred.

### **Skills:**

- Excellent interpersonal effectiveness
- Crisis intervention
- Ability to maintain healthy and appropriate treatment boundaries
- Utilization of computer for documentation and communication
- Ability to be a proactive team player; able to represent the agency
- Commitment to working in a diverse workplace and self-awareness regarding issues of race, ethnicity, class, sexual orientation, gender identity, religion/spirituality and disability
- At least two years experience providing counseling and facilitating groups.

**Job Description:** Counsel and advise pregnant and parenting mothers with substance use disorders and/or co-occurring mental health disorders. May counsel individuals, families, or groups or engage in prevention programs. Facilitate daily check in and several groups per week. Maintain a caseload of up to 10 clients. Provide Case Management and linkages to various community organizations and



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services. Have a working knowledge of the appropriate services needed for the clients to optimize care through effective, relevant networks of support. Participate in multi-disciplinary team meetings. Provide written documentation of client progress to a variety of referral sources not limited to BHCS, Family Drug Court, CPS, Criminal Court, etc. Provide transportation to clients as needed. Develop treatment goals and plans per ASAM criteria. Help clients develop skills and behaviors necessary to recover from their addiction or modify their behavior. Refer clients to other resources or services, such as job placement services and support groups. Complete and maintain accurate records or reports regarding the clients' histories and progress, services provided, or other required information. Coordinate counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers. Plan or implement follow-up or aftercare programs for clients to be discharged from treatment programs. Assess individuals' degree of drug dependency by collecting and analyzing urine samples.

Must be able to obtain a Department of Justice (DOJ) clearance. Individuals with serious criminal offenses in their background may not be able to obtain a DOJ clearance.

Must maintain valid CA Driver's License and automobile insurance.

### Knowledge

- **Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **Co-occurring Disorders**—Knowledge of signs, symptoms, and treatment for major mental health disorders and the relationship between mental health disorders and addictions
- **Trauma**—Knowledge of trauma effects on client population and the symptoms of trauma. Commitment to trauma-informed care.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Education requirements:** Registered Associate Marriage and Family Therapist (AMFT), Registered Associate Clinical Social Worker (ASW), Registered Associate Professional Clinical Counselor (APCC), MFT, LCSW, LPCC Minimum 1-3 years experience in the field. Licensure hours available. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

**To Apply:** Send cover letter and resume to [info@magnoliarecovery.org](mailto:info@magnoliarecovery.org) with Subject Header "Clinical SUD Counselor-Case Manager."