



## JOB DESCRIPTION

<b>Job Title:</b>	Intake Counselor	<b>Exempt / Non-Exempt:</b>	Non-Exempt ▾
<b>Unit:</b>	Residential	<b>Benefits:</b>	Full Benefits Pack... ▾
<b>Location:</b>	Los Angeles	<b>Travel Required:</b>	Yes, mostly local ▾
<b>Hourly Rate Range:</b>	\$23- \$30/ hourly	<b>Position Type (FT/PT/Temp):</b>	Full-Time Regular ▾
<b>Date Posted:</b>		<b>Posting Expires:</b>	Once filled

<b>External Posting URL:</b>	Linkedin.com, www.handshake.com
<b>Internal Posting URL:</b>	www.aadapinc.org

### Applications Accepted By:

<b>Fax or Email:</b> FAX: 323.295.4075 Email: hr@aadapinc.org Subject Line: Job Application	<b>Mail:</b> ATTN: Jennifer Nishimura, HR AADAP, Corporate Office 2900 Crenshaw Blvd. Los Angeles, CA 90016
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### Job Description

<p><b>A. SUMMARY STATEMENT:</b>          The TC Intake Counselor reports to the Unit Coordinator, provides unit support to meet program contract goals, implements the screening/intake, outreach and referral procedures for the Residential Unit of AADAP. This is a senior counselor responsible for continuously assessing the therapeutic environment and making independent clinical decisions on individual's appropriateness to obtain treatment in the therapeutic community without close supervision by the Unit Coordinator.</p> <p><b>B. DUTIES AND RESPONSIBILITIES:</b></p> <p>1. <u>CONDUCT INTAKE ASSESSMENT OF CLIENT FOR RESIDENTIAL TREATMENT SERVICES (75%):</u></p> <ol style="list-style-type: none"> <li>a. Screen calls for and schedule intake appointments.</li> <li>b. Interview clients and family members to determine admission eligibility.</li> <li>c. Follow up with all referral sources that include CASC, DPSS, and DCSF eligibility workers, doctors, psychiatrists and others.</li> <li>d. Make recommendations to the treatment staff team for a client's admission.</li> <li>e. Develop a thorough, written diagnostic assessment that includes the client's addiction history, family history, mental health history, history of violence, and medical health history.</li> <li>f. Schedule ongoing sessions with client upon the first week of intake.</li> <li>g. Develop and write up a comprehensive initial treatment plan.</li> <li>h. Complete and review the intake packet with treatment staff.</li> <li>i. Assist in planning and seeking referrals for client's transfer or termination.</li> <li>j. Maintain documentation on all applicants for residential treatment in accordance with Federal, State, County, and agency guidelines.</li> </ol>
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k. Maintain Master File Index on all active and inactive clients.

2. CONDUCT COMMUNITY OUTREACH AND MAINTAIN NETWORK EFFORTS WITH COMMUNITY SUPPORT SERVICES (15%):

- a. Attend CASC, DPSS/GR/Calworks, and other service provider meetings.
- b. Maintain file on referral sources composed of community civic groups, the legal system, state and county service groups, i.e., DPSS, and other service providers.
- c. Coordinate referral efforts with outpatient and prevention modalities within the agency and the community at large.

3. PROMOTE TEAM CONCEPT IN IMPLEMENTING TREATMENT GOALS AND OBJECTIVE (10%):

- a. Assist Treatment Team in researching and scheduling supportive services such as housing, educational needs, legal services, health and medical services, treatment related referral services, parenting classes, anger management services, domestic violence programs, and others.
- b. Facilitate family support groups.
- c. Organize and manage family support group topics.
- d. Train staff on facilitating family support groups.
- e. Provide technical assistance with crisis situations.
- f. Facilitate group and provide case management services as needed.
- g. Provide support services in meeting unit's transportation and floor coverage needs.
- h. Support and participate in the team's decision-making process.
- i. Perform other functions as assigned.

**Qualifications and Education Requirements**

- Four-year college education related to field or equivalent work experience related to field.
- Demonstrate ability to independently assess individual's appropriateness to obtain treatment in the therapeutic community program.
- Must be Registered or Certified in Substance Use Disorder training thru an accredited agency upon hire.
- Valid California Drivers License with proof of Automobile Liability Insurance.
- Must be able to perform Word and Excel applications.

**Preferred Skills**

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- Masters Degree in Social Welfare, Psychology or other treatment-related field with at least two years job related experience, or Drug and Alcohol certificate with at least five years experience in a job-related field.
- Demonstrated background in family therapy
- Experience in Drug and Alcohol treatment.
- Experience in working with chemically dependent women, children and families.



**General Requirements and Knowledge, Skills, and Abilities (KSA's):**

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Recent physical examination and TB test necessary upon hiring.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

**Physical Requirements:**

Light Duty

Must be able to remain in a stationary position 50% of the time, which includes repetitive data entry with computers. The position frequently communicates with customers and/or coworkers and must be able to exchange accurate information in these situations. This class is intended for positions requiring light physical effort, which may include occasional lifting to a 10-pound limit, and some bending, stooping, or squatting and occasionally ascends/descends ladders and staircase.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Reviewed By:	James Stinson	Date:	3/28/24
Approved By:	Dean Nakanishi	Date:	
Last Updated By:		Date:	
Employee Acknowledgement:		Date:	