



JOB DESCRIPTION

Job Title:	Counselor	Exempt / Non-Exempt:	Non-exempt
Unit:	Outpatient	Benefits:	N/A
Location:	Long Beach & Inglewood Clinics	Travel Required:	Yes
Level/Hourly Rate Range:	\$22.10- \$26.27	Position Type:	Full-Time
Date Posted:	2.29.24	Posting Expires:	Once Filled

External Posting URL:	www.indeed.com , www.handshake.com
Internal Posting URL:	www.aadapinc.org

Applications Accepted By:

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

Job Description

- A. **SUMMARY STATEMENT:**
 The Counselor I is under the supervision of the Outpatient Coordinator; will provide clinical services including, but not limited to: intake and assessments; group facilitation; individual and family counseling; and crisis intervention, referral and case management, while maintaining treatment protocols in accordance with established principles, policies and procedures, that govern AADAP's Outpatient Unit.
- B. **DUTIES AND RESPONSIBILITIES:**
1. **CONDUCT TREATMENT AND ADVOCACY SERVICES FOR PARTICIPANTS: (95%)**
 - a. Manage a caseload SUD Clients, from 15-20, as assigned by Supervisor, and engage with each one 2-3x / week in-person or via telehealth as needed;
 - b. Conduct at least 3-4 Groups a week in-person or via telehealth as needed;
 - c. Expected productivity level per week is 75% billable hours or 30 hours per week.
 - d. Develop treatment and discharge plans in a timely manner.
 - e. Provide care coordination and linkages to other services.
 - f. Facilitate placements into Detox and residential facilities as appropriate.
 - g. Provide court progress reports for client advocacy.
 - h. Conduct comprehensive assessment using the ASAM tool (American Society of Addiction Medicine), to determine medical necessity and placement for the appropriate level of care as needed.
 - i. Complete all necessary screening, eligibility, and intake forms in a timely manner, including any GPRA intakes, follow up and discharges (Government Performance & Results Act as needed).



- j. Represent and advocate for clients thru attendance with any DCFS/Legal/DPSS Meetings, etc, as needed.
- k. Must maintain timely documentation via agency Electronic Health Records.
- l. Provide random Toxicology (UA) Tests for clients.

C. Others Duties as assigned (5%)

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

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Valid Driver's License, Calif. Minimum Automobile Insurance, and an appropriate motor vehicle.
- Demonstrated knowledge and skill in computer operations.
- Complete a physical examination and TB test within one (1) week of date of hire.
- Pass a criminal background check from FBI/DOJ/OIG Federal listing.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Must provide proof of full vaccination and 1st Booster against Covid-19 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.
- Must be able to complete clinical on-boarding steps.

Preferred: Bilingual English/Spanish/Other AAPI Languages

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:	Patricia Abrantes, Director	Date:	2.29.24
Approved By:	Dean Nakanishi, CEO	Date:	2.29.24
Last Updated By:	Jennifer Nishimura, HR	Date:	2.29.24
Employee Acknowledgement:		Date:	