



JOB DESCRIPTION

Job Title:	Counselor I	Exempt / Non-Exempt:	non-exempt
Unit:	Therapeutic Community - Adult Residential	Benefits:	Full Benefits Package
Location:	Los Angeles, 90043	Travel Required:	Yes, Personal Vehicle
Hourly Rate Range:	\$22.29- \$25.04	Position Type:	Full-Time
Date Posted:		Posting Expires:	Once Filled

External Posting URL:	www.indeed.com , www.handshake.com , linkedin
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
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Job Description

- A. SUMMARY STATEMENT:**
 The TC Counselor, reports to the Unit Coordinator, provides guidance and direction to the resident population while maintaining treatment protocols in accordance with established principles, policies and procedures, which govern AADAP's Therapeutic Community. This is a senior counselor who is responsible for continuously assessing the therapeutic environment and makes independent clinical interventions affecting the entire community without close supervision by the Unit Coordinator.
- B. DUTIES AND RESPONSIBILITIES:**
1. PROVIDE INDIVIDUAL CASE MANAGEMENT SERVICES (30%):
 - a. Conduct individual diagnostic assessment
 - b. Develop clients personal treatment goals in accordance with program requirements
 - c. Provide family support services
 - d. Maintain caseload documentation in an efficient and timely manner in accordance with federal, state, county, and AADAP standards.
 - e. Provide resident advocacy services, court representation, and crisis intervention and support services as needed.
 - f. Maintain and facilitate TC daily structure
 2. FACILITATE RESIDENT GROUP ACTIVITIES IN ACCORDANCE WITH AADAP'S TREATMENT PHILOSOPHY AND TEAM CONCEPT APPROACH TO TREATMENT (40%):
 - a. Facilitate scheduled resident encounter groups, topic groups and small groups.
 - b. Facilitate life skills and relapse prevention seminars and/or conflict resolution groups.
 - c. Provide daily monitoring of treatment activities in the Residential Unit.

- d. Assist with development and provision of alternative treatment exercises.
- 3. **PROMOTE TEAM CONCEPT IN IMPLEMENTING TREATMENT GOALS AND OBJECTIVES (30%):**
 - a. Assist in the intake process of new admissions to the Residential Unit.
 - b. Participate in regularly scheduled team case conference meetings.
 - c. Assist other counseling staff in developing treatment plans for residents.
 - d. Provide support in meeting the unit's transportation needs.
 - e. Provide outreach services as required/or requested (presentations, networking, referrals, etc.)
 - f. Assist coordinator and program director in instructing and monitoring residents with facility maintenance.
 - g. Perform other functions assigned.

Qualifications and Education Requirements

- a. Four years of college education related to field or equivalent work experience related to position.
- b. Masters Degree in Social Work, Counseling or Clinical Psychology
- c. Five (5) years experience in providing drug and alcohol treatment services
- d. CAS Certification or register with a State approved alcohol and drug counseling certification organization and obtain certification within two (2)-year of hire.

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.

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.
- Must provide proof of full vaccination and 1st Booster against Covid-19 upon hiring.
- CA Drivers License and Proof of Personal Auto Liability Insurance
- Demonstrated knowledge and skill in computer operations.
- 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:

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example is this position frequently will be moving and organizing agency supplies.

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

Reviewed By:	James Stinson, Director	Date:	
Approved By:	Jennifer Nishimura, HR	Date:	
Last Updated By:	Jennifer Nishimura, HR	Date:	4.1.23



Employee Acknowledgement:		Date:	
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