

Job Title: Counselor 1

Reports To: Program Manager (or designee)

About CLARE | MATRIX: CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970 CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA CLARE | MATRIX maintains 18 facilities in the southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Primary Duties

- Provide treatment in individual and group settings for individuals and families of Individuals with chemical dependency problems. Provide treatment according to the CLARE | MATRIX model.
- Answer telephone calls requesting information about addiction or treatment. Assist in Scheduling treatment appointments or help with appropriate referral.
- When authorized by administration, disseminate chemical dependency information to the community.
- Assist in intake of patients and scheduling of appointments.
- Prepare, maintain, and file charts.
- Monitor and do simple maintenance of physical plant. Advise superiors of problems.
- Collect laboratory specimens.
- Do diverse tasks as requested by the administrative director.
- Be responsible for closing clinic properly when leaving last.
- Assume a rotation on the on-call schedule.
- Adhere to personnel policies.
- Perform any additional tasks as requested by Clinic Director



Minimum Requirements

- High School diploma or equivalent to diploma. (College degree preferred)
- Must be certified (or registered) by a California recognized drug and alcohol certifying body.
- Prior training in counseling or addiction treatment.
- History of performing in a professional capacity.
- Willing to follow CLARE | MATRIX personnel policies.
- Able to work the hours and days required by position being considered.
- Be willing to learn and able to deliver the CLARE | MATRIX model of outpatient chemical dependency treatment.

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:

Employee Printed Name and Signature

Date





COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.

