

Job Title: Counselor II (Substance Abuse/ Mental Health)

Reports To: Program Director/ 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.

Responsibilities and Duties:

- Work in collaboration with Behavioral Health Clinician (Therapist) on treatment plan goals
- Group Facilitation
- Provide weekly case management sessions related to treatment plan in collaboration with Behavioral Health Clinician
- File compliance ensuring contractual guidelines and CLARE|MATRIX standards are upheld
- Collaborative team work
- Ensure client files are upheld and managed to contractual and CLARE|MATRIX standards
- Conduct goal oriented case management sessions with caseload clients
- Conduct group counseling and educational sessions
- Act as a client advocate and assist clients with problem solving
- Provide appropriate referrals, following up on all referrals and interventions to ensure that the client has access to designated services.
- Provide crisis intervention and emotional support to clients when appropriate
- Maintain contact with each client as required by contract and program guidelines
- Maintain accurate and up to date information in each client's chart and document client contact by using the EHR system
- Advocate with primary care providers to ensure access to quality treatment and/or care in collaboration with Behavioral Health Clinician
- Supervise residents in coordination of daily program activities



COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

- Assure that all emergency needs of residents are met and these incidents are reported as required
- Respond appropriately to emergencies including contacting appropriate staff and supervisor(s), interacting with police, fire, and medical personnel as needed.
- Maintain open, complete, and accurate verbal and written communications with all staff and residents
- Attend and actively participate in case conferences, related training, and collaborative relationships between CLARE|MATRIX and established partners

Knowledge, Experience & Skills:

The ideal candidate will have counseling experience in a substance abuse treatment center setting.

Certification as AOD Counselor is required. In addition the following are strongly desired/required:

- Bachelor's Degree in a field related to Behavioral Health (**preferred**)
- At least one (1) year experience working with mental health clients.
- 2 years' experience working in the Substance Abuse treatment field.
- Demonstrable crisis intervention skills
- Excellent organizational, verbal, written, and counseling skills

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.



COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

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

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.

