



McAlister Institute for Treatment & Education, Inc.
1400 N. Johnson Avenue, Suite 101
El Cajon, California 92020
www.mcalisterinc.org | jobs@mcalisterinc.org
T: (619) 442-0277 | F: (619) 442-1101

Job Announcement

Post Date: Ongoing
Location: San Diego County
Title: Substance Use Disorder (SUD) / Alcohol and Other Drug (AOD) Counselor
Status: Non-Exempt; 40 hours/week
Benefits: Salary DOE; Eligible for full benefits, including vacation, sick leave, medical and dental, 403(b)

Overview: The SUD counselor reports to the Program Manager and is primarily responsible for maintaining a client caseload. S/he works closely with the program's integrated treatment team to provide evidence-based, trauma-informed, gender-responsive, culturally competent, client-centered services to individuals with substance use and co-occurring mental health disorders. *Positions are available in outpatient and residential programs serving adults, perinatal women, or adolescents.*

Essential Duties Include:

- Actively participate on the program's treatment team and attend case conferences to exchange client updates, identify client needs, and collaborate on treatment strategies.
- Maintain an active caseload of clients, including all documentation, quality assurance, billing, and data entry activities in compliance with all regulations and guidelines, including AOD Program Certification Standards, Title 22 Drug Medi-Cal, and 42 CFR confidentiality standards.
- Provide evidence-based, culturally competent, trauma-informed, individualized treatment and recovery services, including:
 - Facilitate orientations and provide individual counseling for intake, assessment, treatment planning, crisis intervention, and discharge planning.
 - Conduct comprehensive, individualized screening and assessments, including the ASI, ASAM PCC, etc.
 - Collaborate with clients to develop initial individualized treatment plans and update as needed.
 - Deliver ODF, IOT, and recovery services according to all guidelines and regulations in effect.
 - Facilitate educational workshops, process groups, and recovery services.
 - Complete progress notes and ensure all client file documentation is accurate and up-to-date.
 - Participate in quality assurance activities including peer review, QAR, supervision meetings, corrective action responses, data collection and reporting (including timely CalOMS, CRD, SanWITS data entry), etc.
 - Provide comprehensive discharge planning, including collaborating with other members of the treatment team to provide referrals and establish linkages to ongoing community supports.
- Support the administrative functions of the program, including drug testing, billing, data entry, paperwork, and other duties as needed.

Requirements: Must be certified or else registered and actively working toward certification as an alcohol and drug counselor in compliance with all DHCS standards. Must have two years' experience in behavioral health services.

Skills, Knowledge, and Experience: Past experience should demonstrate the competencies outlined in SAMHSA's TAP 21, as well as success working with the unique needs of clients involved with Probation, Child Welfare Services, Dependency Drug Court, the criminal justice system, and other referral partners. Other skills include strong paperwork and computer skills, including maintaining client file documentation according to Drug Medi-Cal standards; ability to maintain up-to-date records, documentation, and filing systems; exceptional written and verbal communication; ability to work in a team; and strong knowledge of the needs of clients with co-occurring conditions and criminogenic needs, as well as the systems that serve them. Must comply with all agency and contract requirements related to trainings/certifications, reporting, etc. Bilingual proficiency preferred.

To Apply: Qualified applicants are invited to send their cover letter and resume via fax to 619-442-1101 or via email to jobs@mcalisterinc.org.