

ASIAN PACIFIC AIDS INTERVENTION TEAM
SPECIAL SERVICE FOR GROUPS

JOB ANNOUNCEMENT

Title: Counselor II

Division: APAIT/SSG

FLSA: Non-Exempt

Supervisor: Clinical Manager

Pay Range or Rate: D.O.E. (Plus comprehensive benefits)

Posted: December 1, 2008

Hire date: Open until filled.

SUMMARY

Under the direct supervision of Clinical Manager, Counselors II will be responsible with direct program implementation activities as an integral part of an innovative Asian Pacific Islander substance abuse program. Responsibilities include development of community contacts, outreach & recruitment; conducting participant screenings and assessments, facilitating individual and group level counseling sessions with participants, and tracking participant progress. The ideal candidate will have clear professional guidelines about how to successfully work with this Asian Pacific Islander substance abuse client population.

ESSENTIAL FUNCTIONS

1. Conduct individual and group level counseling sessions in accordance with Matrix Curriculum.
2. Conduct client screenings and assessment plans.
3. Maintain and develop program training, protocols and policies under the supervision of licensed Clinical Manager.
4. Connect with Los Angeles based Matrix Programs and with others substance abuse treatment programs.
5. Develop and implement outreach recruitment and linkage referrals to community wide stakeholders.
6. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
7. Attend unit, case conferences, agency, community events and link with Asian Pacific prevention programs in Los Angeles County.
8. Other activities as required to conduct program and agency objectives.
9. Other duties can be assigned by Program Manager.

MINIMUM QUALIFICATIONS- Knowledge, Skills, and Ability

1. Bachelor of Science Degree in psychology (or related field) or 2 year community based experience relevant community training and substance use certification.
 2. Substance Abuse Counselor Certification and have knowledge of both harm reduction and 12 step program modalities.
 3. Intermediate knowledge of HIV/AIDS, substance use and correlated health issues.
 4. Ability to coordinate multiple tasks simultaneously in high pressure environment
 5. Proof of employment eligibility, valid California Drivers License and/or California Identification, and yearly automobile insurance.
 6. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician 6 months prior to employment.
 7. Ability to master a wide range of information, taking initiative and adapt in a team environment
 8. Ability to communicate effectively both verbally and in writing
 9. Ability to work with diverse communities (e.g. multi-gender, ethnic, generation, lingual, Lesbian, gay, bisexual, and transgender, and substance users)
 10. Good problem solving and conflict resolution skills
 11. Great attitude and people skills a must
 12. Experience and knowledge of PC hardware and software (Windows, Power Point, Word and Excel a must)
 13. Ability to competently conduct trainings and workshops
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NON-ESSENTIAL QUALIFICATIONS- Knowledge, Skills, and Abilities

1. Relevant community health outreach training
2. Experience and knowledge of MS Access and Outlook Software
3. Bilingual in an Asian Language and knowledge of Asian Pacific Islander Communities.
4. Knowledge of behavior change interventions
5. Excellent writing skills
6. Four (4) year college degree with emphasis on Public Health related courses

SUPERVISORY RESPONSIBILITIES

1. The incumbent in this position does not have formal supervisory responsibilities

ENVIRONMENTAL CONDITIONS

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows
2. Occasional outreach at community festivals, conferences, nightclubs, massage parlors, and other outreach venues that target population frequents. Must be comfortable with environmental conditions at the outreach locations, such as noise level, aggressive patrons, substance use,

PHYSICAL REQUIREMENTS

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

MENTAL REQUIREMENTS

1. The incumbent in this position must be able to accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Please note: All new staff will be fingerprinted within the first (2) weeks of hire. The agency will pay for the cost. Failure to pass fingerprinting clearance will be sufficient cause for dismissal from Special Service for Groups/Asian Pacific AIDS Intervention Team if employed.

Submit Resume to: Nick Truong
By Fax: (213) 553-1833 or By E-mail: Nickt@apaitonline.org

***Asian Pacific AIDS Intervention Team – Special Service for Groups
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