

**BOSTON PUBLIC HEALTH COMMISSION**

JOB TITLE: Substance Abuse Counselor POSITION #: 50039179  
PROGRAM: Women and Families Division/ Entre Familia  
SALARY: Grade 10: \$654.06 to \$766.33 weekly  
HOURS: 40 hrs/wk; 3:30-12mn days tbd, some weekends/holidays

**DUTIES:**

Conducts assessment and intake interviews of new and returning clients; prepares documentation.  
Conducts individual and group counseling, incorporating relapse prevention and recovery strategies.  
Develops treatment plans with clients.  
Maintains client charts, outside agency correspondence and initial billing paperwork.  
Establishes a network with collaborating agencies as referral sources, auxiliary treatment sources and for the dissemination of educational materials about the divisions treatment programs.  
Communicates with other division and program personnel in a cooperative and professional manner to provide quality services to clients and to improve operational systems.  
Assists directors in the implementation of the program goals and objectives.  
Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

Master's in Social Work or other Human Services field preferred OR BA/BS in human services field with at least 5 years work experience in substance abuse treatment.

**Proof of degree/certificate from accredited university will be required before job offer.**

Experience with low income populations and communities of color.

Prior demonstrated experience providing counseling to individuals &/or groups.

Bilingual Spanish/English preferred.

*This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.*

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

**Boston residency required or willingness to relocate.**

INTERESTED CANDIDATES SHOULD SUBMIT APPLICATIONS OR RESUMES TO:

BOSTON PUBLIC HEALTH COMMISSION [www.bphc.org](http://www.bphc.org)  
HUMAN RESOURCES - 6TH FLOOR  
1010 MASSACHUSETTS AVE.,  
BOSTON, MA 02118  
FAX 617-534-2418

**REQ: PHC 2934**

The Boston Public Health Commission is an Equal Opportunity Employer