

## BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Substance Abuse Counselor POSITION #: TBA

PROGRAM: Addiction Bur/Men's Health and Recovery Program

LOCATION: Finland

SUPERVISOR: Program Manager

SALARY: \$38,000 – 42,000 annualized range, DOE

HOURS: 35 hrs/wk; some evenings as needed

### DUTIES:

Responsible for connecting project participants with recovery support services including referrals to primary care, mental health services, and HIV/AIDS services. Advocate for services identified in needs assessment and assist with active referrals.

Conduct assessment and intake interviews of new and returning clients. Prepare documentation.

Conduct individual and group counseling, incorporating relapse prevention and recovery strategies, and implement research study interventions.

Develop treatment plans with clients.

Responsible for maintaining client charts, outside agency correspondence, and initiating billing paperwork.

Lead or co-lead group interventions.

Provides individual counseling to project participants.

Maintains a caseload of clients and in coordination with other team members develop, implement and revise individual treatment plans.

Responsible for maintaining all research study related data, and submitting to evaluation team.

Participate in research study workgroup meetings as necessary.

Communicates with other Division and Program personnel in a cooperative and professional manner to provide quality services to clients.

Assists Directors in the implementation of the project goals and objectives.

Work in a confidential capacity with the Director including materials and matters of a highly sensitive nature. Meet regularly with director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Operate independently. Use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services and BPHC policy.

Perform other duties as required.

### MINIMUM QUALIFICATIONS:

Master's in Social Work, LMHC, M.Ed, or other Human Services field OR BA in human services field with at least 5 years work experience in substance abuse treatment.

Experience with low-income populations and communities of color.

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

Bilingual Spanish/English desirable

*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.**

**REQ#: PHC 3017**