



**AOD COUNSELOR  
(\$2,500 - 4,000 monthly)**

**POSITION DESCRIPTION:**

The AOD Counselor is responsible for assessment, treatment, development and implementation of client therapeutic plans. In assisting the client in their success, the AOD Counselor is subject to working varied hours and weekends, and to be on-call.

Must be able to pass CDCR clearance. A criminal record will not automatically disqualify applicants.

**Specific duties shall include, but not limited to:**

1. Conduct intake, admission, and diagnostic assessments with clients, and document results according to FTE Campus standards
2. Prepare goal-oriented psychosocial diagnostic assessments, service plans and progress reports; update service plans and engage service team members in the process
3. Document all services provided in the client's file and appropriate database in accordance with program specific requirements
4. Provide client progress updates to funding source as requested
5. Facilitate or co-facilitate client groups on specific issues; utilize program specific curriculums in accordance to contract requirements
6. Provide case consultations and lead case staffing meetings
7. Travel as needed for trainings, conferences
8. Notify the Supervisor and DRP Program Analyst of any issues involving program or parolee services
9. Make decisions regarding caseload matters
10. Conduct and participate in case conferences for each parolee assigned to caseload
11. Facilitate and develop staff development training as requested related to clinical issues
12. In conjunction with the Case Management Plan (CMP), prepare a detailed, specific treatment plan for each parolee in his/her caseload
13. Maintain therapeutic services within the FTE Campus and funding source guidelines
14. Attend training, workshops and meetings upon request
15. Maintain open, consistent, and effective communication with program staff and supervisor

16. Maintain all required trainings and certifications
17. Able to react to change productively and handle other essential tasks as assigned

**QUALIFICATIONS:**

**Requirements:**

1. Current Certification for Chemical Dependency Counselor or Licensed or license eligible in respective field (to include but not limited to: (LPC, LCSW, LCDC, LMFT)
2. Computer literate with working knowledge of Microsoft Office (Microsoft Word, Excel), and database systems
3. Demonstrate good verbal and writing skills
4. Ability to work flexible schedule to facilitate program services
5. Clear background check from appropriate entity
6. Ability to work with formerly incarcerated adults

**Education:**

1. An Associate of Arts or Associate of Sciences degree from a granting institution accredited by the WASC or equivalent and/or high school diploma or equivalent is desired.
2. A minimum of three (3) years of full time experience of counseling duties with a criminal justice population in a substance abuse program desirable.
3. And have a Certified AOD Counselor Certification by an agency approved and recognized by the California Department of Health Care Services (DHCS).
4. Additionally, applicants who have completed the Offender Mentor Certification Program (OMCP) and having obtained AOD Certification may be considered for this position.