



Ritter Center Position Announcement

Ritter Center is currently recruiting for an **Alcohol and Drug Counselor**. This is a **part-time, non-exempt position** reporting to the **Director of Safety Net**. This role is based in **San Rafael, CA** operating out of our **Administrative Campus**. Please find full job description below.

This Part Time job is flexible based off of 20 hours a week.

Schedules are flexible and open to discussion. Current preferred schedule is:

- **Wednesday Morning**
- **Thursday Day**
- **Friday Evening**
- **Possible Groups on Tuesday and Thursday Afternoon.**

Position Description:

The Alcohol and Drug Counselor is an integral aspect of the Safety Net Program. This person works with clients to develop and implement appropriate treatment plans. The AOD Counselor provides critical alcohol and other drug assessment and referral services to clients referred to the Safety Net Program in a manner that reflects Ritter center's mission and values. Through individual and group counseling, the AOD Counselor assists clients in mobilizing their resources so they can participate in the exploration of a problem and its ramifications. This individual will consider clients' attitudes and feelings and develops solutions to support informed decision making. This individual must possess strong interpersonal communication and engagement skills, as well as a thorough understanding of alcohol and drug treatment options.

Job Duties and Responsibilities:

- Develop individualized treatment plans, progress notes, group notes, and discharge plan for all clients
- Facilitates 3-5 groups per week including process groups, didactic groups, and specialty focus groups
- Works with referral sources to communicate client progress
- Must be able to prepare and present alcohol and drug awareness education lectures
- Conducts client intake assessments and Comprehensive Substance Abuse Evaluations
- Observes and monitors clients behavior and intervenes based on schedule, individual clients treatment plan and program needs
- Facilitates assigned groups/meetings/activities on time as per program schedule
- Maintain client record, including daily documentation of all client appointments in client clinical chart
- Orientation of new clients to program
- Conducts UA drug screen collection when directed, following appropriate procedures

- Maintain confidentiality of all client identifying information.
- Attend program staff meetings according to schedule.
- Be prepared to provide services on schedule and in accordance with therapeutic expectations in accordance with industry standards.
- Maintain appropriate boundaries with residents and refrain from unnecessary self-disclosure.

Qualifications:

- Degree in Psychology or related field preferred but not required
- Minimum of 3 years' experience in drug and alcohol counseling (2 years of experience required for Master's level clinicians).
- CADC, NCAC, CAS or other Addiction Counseling Certification by one of the organizations approved by the DHCS.
- Must have strong group, individual, didactic and documentation skills.
- Must have and maintain at least 2 years clean and sober if in recovery.

Responsibilities of all Ritter Center Employees:

1. Demonstrates a clear understanding of the mission, purpose and philosophy of Ritter Center.
2. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind.
3. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
4. Takes initiative and responsibility for decisions as an individual. Communicates information effectively both verbally and in writing.
5. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

Physical Demands:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit for long periods of time, talk, hear, write, operate a keyboard, have the visual acuity to read small print and view a computer monitor, reach to the top of a five drawer filing cabinet and lift boxes of no more than 30 lbs. The employee is required to interact with clients, volunteers and visitors both indoors and outdoors.

Work Environment:

The work environment characteristics described here are representative of those of a social services agency. Ritter Center's facilities are smoke-free.

Employment Practices:

Ritter Center is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment, or participation in its programs and benefits on the basis of race, color, national origin, creed, ability to speak English, disability, sex, age or marital status.

ADDITIONAL BENEFITS:

The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, medical insurance with choice of plans, dental insurance, life insurance, disability benefits, flexible spending accounts, a 401K savings account, and an Employee Assistance Program. Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.

TO APPLY:

Please email your current resume, as well as a cover letter to Heidi Platt at heidi@rittercenter.org.

Please also take a look at our current openings on Ritter Center's website. If you have any general questions about careers with Ritter Center, contact us at: careers@rittercenter.org.