



## Ritter Center Position Announcement

### CURRENT OPENING:

Ritter Center is currently recruiting for a ***Substance Use Counselor***. This is a ***part-time, non-exempt*** position reporting to the ***Director of The Safety Net***. ***This role is based in San Rafael, CA operating out of our Admin site and requires regular local travel throughout Marin County. Please find full job description below.***

***ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.***

### RITTER'S BENEFIT PACKAGES:

**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
- Vision Insurance
- Life insurance
- Disability benefits
- Flexible spending accounts
- A 401K savings account
- Commuter Programs
- Parking and Travel coverage
- 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.

### 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 3 years clean and sober if in recovery
- Must have a valid CA Driver's license
- Candidates with lived experience are encouraged to apply.

### Position Description:

The Substance Use Counselor (SUC) is an integral aspect of the Safety Net Program. This person works with clients to develop and implement appropriate treatment plans. The SUC 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 SUC 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.

#### **TO APPLY:**

***Please follow the instructions on Ritter's Employment page on Indeed to electronically apply for this position. ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.***

***This posting and more details about working with Ritter are also available on the Ritter Center's website.***

***Any questions or comments about Ritter Center's hiring process can be sent to careers @  
rittercenter.org***

#### **HISTORY AND BACKGROUND:**

Ritter Center's roots date back to the early 1970s, when a federally mandated Families and Children Committee was commissioned by the Marin County Welfare Department to determine the needs of low-income people and to then implement supportive services. These services were eventually established and funded in 1976 through Community Action Marin (CAM). When "War on Poverty"

funding diminished, the CAM Emergency Services Program stood to be disbanded. CAM and the Volunteer Center of Marin solicited support through the community's congregations and were instrumental in incorporating as a new nonprofit organization named the Human Concern Center of Marin in 1980. The organization changed its name to Ritter House in 1996, then to Ritter Center in April 2003. Initially, Ritter Center's precursors solely provided safety net services such as clothing, food and showers, laundry and restroom facilities. In the mid-1990s, our organization began providing medical care and case management service and in 2010, Ritter Center began providing behavioral health counseling and permanent supportive housing. Then in 2013, Ritter Center became a Federally Qualified Health Center (FQHC) grantee serving as a Health Care for the Homeless site. In late 2015, Ritter Center launched an intensive outpatient substance use treatment program at two emergency shelters operated by Homeward Bound of Marin. In late 2017, Ritter Center, in collaboration with St. Vincent de Paul and the Marin Housing Authority launched the County of Marin's Whole Person Care pilot program with the goal of creating an evidence-based and outcomes-focused coordinated system of care across health and social sectors to more efficiently and effectively serve Marin County's most vulnerable Medi-Cal beneficiaries.

With this collaborative history and evolving from a small volunteer run grass-roots organization, Ritter Center today employs a highly experienced staff operating under the mission to prevent homelessness and improve the health and well-being of individuals and families who are homeless or low-income by providing a range of culturally sensitive, easily accessible, high quality medical and social services. Ritter Center operationalizes this mission by providing a multitude of integrated multidisciplinary clinical and social services to help Marin's most vulnerable residents improve their physical, mental and emotional health and, for those experiencing a housing crisis, to obtain or retain permanent housing. Community participation and collaboration has always been a common thread throughout Ritter Center's history and has helped shape our programs, purpose and vision.