



Job Description

AFTERCARE OUTREACH COUNSELOR II - Dual Recovery Services

AGENCY: INTERIM, Inc. is a private non-profit agency which provides residential treatment, affordable housing, supported education/employment, outreach services and social rehabilitation programs for adults with mental illness.

POSITION: Aftercare Outreach Counselor II

SALARY: \$16.20-\$21.09 per hour (7 steps); Medical/Dental/Vision/Group Life and 403(b) Savings plans; paid vacation and sick leave

HOURS: Full-time, 40 hrs/wk; non-exempt (eligible for overtime). Hours vary, evenings and weekends required.

JOB DESCRIPTION: Under the supervision of the Dual Recovery Services Program Coordinator, the Aftercare Outreach Counselor (AOC) works with dually diagnosed individuals in various settings, (e.g., residential treatment day program, transitional housing, supportive housing and the community at large). The AOC assists individuals in their recovery and rehabilitation process by teaching social, living and symptom management skills. In addition, the AOC provides outreach and support services both individually and in a group setting (running dual recovery groups including Twelve Step Meetings) for individuals who are waiting to get into Interim's Bridge Dual Diagnosis Program or who have already completed the Bridge Program or a similar recovery program.

MINIMUM QUALIFICATIONS:

- 1) **Education:** B.A. in related field is preferred, high school diploma or GED required.
- 2) **Experience:** Required: Two years of work experience in mental health or drug and alcohol field or personal experience as a consumer or family member. BA in related field may be substituted for experience.
- 3) **Skills/knowledge:** Required: group facilitation skills; good written and oral English communication skills; culture competency skills; ability/willingness to learn computer skills; ability to work as a member of a team, to work independently, to accept supervision, to maintain appropriate boundaries while working in close inter-personal relationships; ability to learn and apply principles of social rehabilitation; ability to be organized, responsible, flexible, empathic and able to relate effectively with clients, other staff, professionals and members of the community; knowledge of AA recovery model or similar model. Preferred: Knowledge of community resources.
- 4) **Physical/sensory requirements:** Ability to drive an automobile and small passenger van; ability to see well enough to read medication bottles, data on a computer screen, client records, and to discriminate between different types of medications; ability to hear normal conversations and answer telephone; ability to verbally communicate with residents and staff; ability to access and to visually and auditorily monitor all portions of facility to monitor residents, to write client records with clear handwriting, and to use computer keyboard and mouse. Capable of the following extended activities: standing, sitting, climbing stairs.

Essential Job Functions Include but are not limited to the following:

1. Develop and run groups aimed at strengthening individual's mental health and drug and alcohol recovery needs, i.e., symptom management and relapse prevention.
2. Develop Wellness Recovery Action Plans and culturally competent treatment plans for consumers being served individually and in a group setting.
3. Provide client-centered counseling focusing on the present. Listen, respond empathically and engage in problem solving. Identify symptoms and assist residents in self-management skills for mental illness and substance abuse.
4. Identify, assess and respond to crisis situations. Set clear limits and ensure that both residents and facility are safe. Notify appropriate case manager.
5. Facilitate group meetings, family meetings and individual counseling sessions that enhance recovery skills for clients.
6. Develop consumer run DRA support group activities.
7. Monitor and provide support to dual diagnosed individuals on the waiting list to get into the Bridge Dual Diagnosis Program and after completing the Bridge Program.
8. Work closely with other Interim staff in developing and monitoring client-centered service plans and relapse prevention plans.
9. Participate in weekly staff meetings, be willing/able to address issues that relate to co-worker communication, collaborate/deliberate on client's review and agency business.
10. Establish and maintain linkage with other mental health agencies, including county psychiatrist and coordinator, and with other community resources, and self help groups (AA, DRA).
11. Maintain legible, accurate and timely documentation of service plans and other necessary information on enrolled individuals; may include documentation required for Medi-Cal standards.
12. Assist individuals in the use of public transportation; transport to group meetings when appropriate.
13. Other duties as assigned by the DRS Program Coordinator.

REQUIREMENTS: Over 21. Valid California driver's license. Auto in safe operating condition. Auto liability insurance. Good driving record. Criminal record clearance. Good general health and ability to pass physical exam as required by licensing. Proof of authorization to work in the United States as required by Immigration and Reform Act of 1986.

Interim, Inc. is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.