

Certified Counselor

The Discovery House

TDH LLC Management Group · Reseda, California

General Summary: Counsel and advise individuals with alcohol, drug, or other problems. May counsel individuals, families, or groups or engage in prevention programs.

Essential Job Functions:

1. Complete and maintain accurate records or reports regarding the patients' histories and progress, services provided, or other required information.
2. Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
3. Develop client treatment plans based on research, clinical experience, and client histories.
4. Conduct chemical dependency program orientation sessions.
5. Participate in case conferences or staff meetings.
6. Coordinate counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers.
7. Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans.
8. Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program.
9. Plan or implement follow-up or aftercare programs for clients to be discharged from treatment programs.
10. Assess individuals' degree of drug dependency by collecting and analyzing urine samples.
11. Other duties as assigned by Supervisor and Program Director.

Knowledge, Skills, and Abilities:

- Therapy and Counseling – Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Active listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Critical Thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

Education and Experience:

- Must be certified with the State of California counselor certifying organization.
- If recovering from substance abuse, candidate must have two years of continuous sobriety and knowledge of self-help (AA, NA, CA) community resources and charting resident files.

Job Type: Full-time

Salary: \$25.00 - \$29.18 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

License/Certification:

- CATC or CADTP or CADC (Required)

Work Location: In person

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