

Northern California Conference
Job Description

DATE:	February 2022	TITLE:	Registered Intern/Counselor I		
LOCATION:	Fortuna Community Services	Wage/Salary:	\$		
STATUS:	Full-time/Regular	ERI Category:	8		
REPORTS TO:	Director	Job Code:	D	Step:	

SUMMARY: To provide addiction recovery services to clients enrolled in Fortuna Adventist Community Services Programs, performing duties within the legal certified scope of practice.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Document services performed and communicate with main office
2. Answer phone calls/communication from main office and answer client questions as needed at Eureka site
3. Maintain assigned schedule of counseling duties, arranging for substitute when unable to work (Vacation, illness, etc.)
4. Transfer paperwork between offices when requested by supervisor
5. Assist training College of Redwood interns as needed
6. Problem solve as needed within your scope of practice
7. Understand and be able to communicate: client contract and appropriate sections of Title 9 Health and Human Services business code as it pertains to California State Certified Driving Under Influence Programs
8. Maintain professional and comfortable work environment for fellow staff and clients
9. Understand and be able to communicate with client's regarding financial policies and payments, leave of absence (LOA) requests and absence policies. Assist in filling out paperwork as needed
10. Understand and be able to administer assessment tools and communicate outcomes. Make necessary referrals based on administration of assessment
11. Be able to communicate in writing, in English, the required documentation for services performed and other communication as needed
12. Attend staff meetings and participate in staffing clients and ongoing program development as scheduled

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

Registered Intern/Counselor I: Must be registered and in good standing with a California state approved certifying body. Upon demonstrating completion of the registration requirements (i.e., education components, 2,080 supervised hours and passing of CA State boards) an intern may be considered as a Counselor 1. Intern and Counselor 1 positions must maintain good standing with the registering/certifying body. It is the counselor's responsibility to track and maintain required CEU's for continued certification.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

Other Skills and Abilities

Be able to effectively communicate orally and in writing in the English language. Be flexible and a self-starter, able to work without supervision and in potential pressure situations. Knowledge and reasonable understanding of applicable sections of Title 9 and client confidentiality as pertains to AOD counseling and DUI programs. Must be functional on a computer/keyboard and learn agency data management program. (ADM)

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit for up to two hours at a time. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor's prior approval.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**