



## EMPLOYMENT OPPORTUNITY

Tri-City Mental Health Services invites your application for the position of:

### **CERTIFIED SUBSTANCE ABUSE COUNSELOR (Full-Time)**

**ANNUAL SALARY: \$45,237.11 - \$67,855.67 (DOQ\*)**

**APPLY BY: OPEN UNTIL FILLED**

#### **THE POSITION**

Tri-City is looking for **three (3)** individuals to serve as Certified Substance Abuse Counselors for the **Adult Outpatient Program (AOP), Adult Full Service Partnership (FSP) Program, and the Children's Clinic**. These positions provide comprehensive counseling services and psychoeducation for children, youth, families, and older adults that addresses problems related to the use and abuse of tobacco, alcohol and other drugs. These positions will report to a Program Supervisor.

This position is responsible for a variety of ongoing responsibilities including, but not limited to:

- Screen, evaluate, and provide counseling and prevention/early intervention activities to a range of individuals, groups, and families experiencing problems related to co-occurring disorders;
- Develop effective treatment intervention methods in collaboration with a multi-disciplinary treatment team;
- Counsel and assist clients, either in the office or out in the field, with understanding the addiction process utilizing harm reduction, motivational interviewing, and other therapeutic models.
- Conducts group education programs.
- Maintain records of all activities relating to clients' care in a timely and appropriate manner and in accordance with Agency, State and Federal guidelines.
- Other duties as assigned, etc.

[www.tricitymhs.org/careers](http://www.tricitymhs.org/careers)

#### **TRI-CITY FULL-TIME BENEFIT OVERVIEW:**

**SALARY:** Merit increases available annually based on performance, budget availability and supervisor approval.

**VACATION:** 80 hours per year, increasing with years of service. Cash out option available.

**HOLIDAYS:** 10 paid holidays per calendar year plus additional 16 hours of floating holidays.

**SICK LEAVE:** 88 hours per year with no cap.

**RETIREMENT:** Tri-City participates in the California Public Employees Retirement System (CalPERS) with a retirement formula of 2% @ 55 for Classic members & 2% @ 62 for PEPR members; employee contributes 7% & 6.25%, respectively; no Social Security.

**HEALTH INSURANCE:** Medical (Kaiser HMO), dental (MetLife PPO) & vision (EyeMed) of which Tri-City pays 80% of premiums.

**LIFE INSURANCE:** Paid at 1 times annual salary.

**ADDITIONAL BENEFITS:** STD/LTD & ADD, FSA, EAP, Deferred Compensation (457b), Credit Union, Bilingual Pay, On Call Pay, Employee Referral Program, Public Service Loan Forgiveness & paid time off for CME, etc.

### **QUALIFICATIONS:**

Completion of an Addiction Studies Program at an accredited (CCAPP) California Consortium of Addiction Professionals **OR** California Association of DUI Treatment Programs (CADTP) with 315 verified education hours as accepted by CCAPP or CADTP **OR** an AA or BA in a related field equivalent at a regionally accredited College or University **AND** at least one (1) year of full-time experience in a substance abuse treatment setting with knowledge of co-occurring disorders, Cognitive Behavioral Therapy (CBT), and Motivational Interviewing. The ability to operate a computer and utilize Microsoft Office and more. **Bilingual in Spanish is required.** Consideration will be given to Marriage & Family Therapist (MFT) Interns and Trainees with proper certification.

**Certification:** Certified CCAPP or CADTP Addictions Counselor

Any combination of education and experience that would provide the required knowledge, abilities and skills may be considered as qualifying. \*Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

### **APPLICATION & SELECTION PROCESS:**

Applications will be received and reviewed through CalOpps website. Those candidates, whose applications indicate that they are most qualified, will be invited to attend an oral interview. If necessary a second and third oral interview will be conducted. *A complete copy of the job description is available upon request via the email below.*

To apply, please visit our Jobs Page at <http://www.tricitymhs.org/jobs> or via CalOpps at: <https://www.calopps.org/node/11282471/recruitments>

You must apply online. Tri-City does not accept fax, email or copy applications. You may include a cover letter and resume, however, resumes in lieu of completion of the online application are not accepted. Questions regarding this recruitment can be directed to:

**Email:** [hr-team@tricitymhs.org](mailto:hr-team@tricitymhs.org)

### **AN EQUAL OPPORTUNITY EMPLOYER**

*Tri-City does not discriminate on the basis of race, color, religion and religious creed, sex, gender, gender identity, gender expression, national origin, ancestry, citizenship status, age, marital status, disability, medical condition, genetic characteristics or information, sexual orientation, military and/or veteran status or any other basis protected by law. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.*

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## **ABOUT TRI-CITY**

Tri-City Mental Health Services is a public agency serving the diverse communities of Pomona, Claremont, and La Verne.

Established in 1960, Tri-City Mental Health Services (TCMHS) was conceptualized as a comprehensive mental health service provider, dedicated to helping families and individuals of all ages reach their full potential. Through close and dedicated collaboration with the community it serves, TCMHS has successfully created an integrated system of care that ensures access and enhances mental and emotional health. Available services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.

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