



CERTIFIED SUBSTANCE ABUSE COUNSELOR (CSAC)

Job Description

General Description:

Residential Youth Services & Empowerment (RYSE) Hawaii seeks a Certified Substance Abuse Counselor (CSAC) to assist with the development, initiation, and implementation of clinical treatment plans for clients who are residing in a clean and sober environment.

Example of Duties:

1. Screening clients to determine if placement is appropriate and eligible for admission to the clean and sober program.
2. Conduct intakes which is the administrative and initial assessment process for admission into the clean and sober home.
3. Facilitate orientation as an introduction for the client, discussing housing rules, goals of the program, and client obligations and rights.
4. Assess each participant to identify and evaluate a client's strengths, weaknesses, challenges, needs, and triggers.
5. Treatment planning
6. Counseling clients utilizing evidence-based therapeutic interventions.
7. Coordination of services for program participants.
8. Maintaining professional relations with all necessary stakeholders.
9. Provide aftercare treatment as assigned.
10. Organize and prioritize workloads, utilizing effective multi-tasking techniques.
11. Communicate effectively with a wide variety of individuals representing diverse cultures and backgrounds while demonstrating the ability to function in a calm manner, which requires a high degree of sensitivity, empathy, and tact.
12. Treat all employees, managers, funders, and community partners with courtesy and respect.
13. Provide prompt, efficient, and responsive services.
14. Provides professional knowledge of evidence-based concepts, principles, procedures, and practices for youth survivors of crime experiencing or at-risk of homelessness.
15. Communicate effectively orally and in writing.
16. Analyze complex problems/crises and identify, define, and develop logical solutions and alternatives.
17. Utilization of evidence-based practices such as Motivational Interviewing, Cognitive Behavioral Therapy, client-centered care, Seeking Safety, and more.
18. Provides regular individual/group/family therapy; co-occurring disorders treatment; crisis intervention, service/discharge planning; and case-management services as needed.
19. Facilitates outpatient treatment groups and workshops to address the therapeutic and psycho-educational needs of youth survivors; develop and maintain group curriculum.
20. Collaborates with housing case management, education and employment, shelter, and outreach team members as well as other stakeholders in the community to provide services needed to clients in shelter and housing, as needed.
21. Develops and cultivates a culture of advocacy and empowerment for youth who have

- been victims of crime.
22. Consult, care coordination, and coordinated linkages with integrated primary care, mental health, and substance abuse treatment.
 23. Attends required meetings, including, but not limited to supervision, staff meetings, and trainings.
 24. Maintains confidentiality and privacy standards of service partner protected health information and other applicable information and material in accordance to agency and center policies, and applicable regulations and laws including HIPAA, and state and federal laws on victim confidentiality.
 25. Monitors client progress and maintains accurate records including data entry into approved database.
 26. Performs other related tasks as assigned.

Desirable Traits and Skills:

- Experience in Hawaii Web Infrastructure for Treatment Services (HI-WITS) documentation, crisis intervention, therapeutic group facilitation, documentation, curriculum maintenance/development, and case management.
- Must possess or be willing to develop working knowledge of trauma-informed care and dual diagnosis treatment; experience working in trauma-informed and dual diagnosis preferred. Knowledge of Motivational Interviewing, EMDR, TF- CBT and Seeking Safety, and other related practices
- Able to work in a very diverse setting with people of all backgrounds, culture, and orientation
- Able to build rapport with young adults
- Ability to work effectively and exhibit professional work ethics, establish professional boundaries, work cooperatively and respectfully with co-workers, management, administration, and other stakeholders within the community
- Ability to (re) prioritize and multi-task is a must.
- Proficient in use of computer technology primarily Microsoft WORD & EXCEL. Ability to complete a variety of daily, bi-weekly, and monthly documentation, as well as data collection.
- Ability to respond efficiently and effectively in emergency/crisis situations. Understand and maintain confidentiality of client information, perform general clerical duties including record keeping and filing.
- Ability to work independently and as a part of an interdisciplinary team.
- Must have reliable vehicle, relevant auto insurance, a clean driving record, valid driver's license and willing to drive vehicle for job related tasks. All employees must submit a drivers abstract within 30 days of hire.
- Maintain certification in CPR & First Aid.
- We believe in second chances. Individuals with challenging backgrounds are strongly encouraged to apply. Must have minimum 5 years sobriety if applicant has history of substance abuse D/O. Employment is subject to required clearances which include fingerprinting, background checks, and drug testing.
- Applicant must be willing to work a flexible schedule with possible evening and weekend shifts.

Qualifications, Education and/or Experience:

Education, training and/or experience that demonstrate possession of the understanding, competences and abilities stated above. Required experience and education:

- Bachelor's Degree from an accredited university in the field of psychology, counseling, sociology, social works, or closely related field with a minimum of 2 years of relevant experience under the direct supervision of a licensed clinician with high-risk adolescent or youth victims; AND,
- The possession of a current Certified Substance Abuse Counselor (CSAC) credential in the state of Hawaii.

Job Type: Full-time

Salary: \$55,000 - \$60,000 /year

RYSE is an Equal Opportunity employer and encourages all candidates to apply including members of the LGBTQ+ community.