

Substance Abuse Specialist

Family Paths, Inc.

Join our supportive and flexible agency culture and share your skills with a diverse group of professionals whose goal is to strengthen families and create a safe home for every child. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here.

Family Paths is a non-profit agency that serves all of Alameda County with offices in Oakland and Hayward providing mental health and family support services to strengthen families with respect, integrity, compassion and hope.

POSITION SUMMARY: The Substance Abuse Specialist is responsible for counseling and supporting parents who receive CalWORKs Welfare to Work benefits with alcohol, tobacco, drug, or other substance use disorders in order to help remove barriers to self-sufficiency. The SA Specialist is an integral member of Family Paths CalWORKs program's treatment team, along with Mental Health, Employment and Peer Specialists.

This requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to creating and sustaining a culturally diverse workforce.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide substance abuse counseling to clients and their families individually and in group sessions.
- Refers client to other support services as needed.
- Monitors progress and adapts treatment as needed.
- Participates in collaborative treatment teams meetings.
- Participates in related trainings and workshops.
- Travels throughout Oakland as needed to meet the needs of the clients.
- Maintains an appropriate caseload and meets program billing goals as determined by Program Manager.

QUALIFICATIONS & SKILLS REQUIRED:

- Associate's Degree (AA) or Bachelor's Degree (BA) preferred but not required dependent on experience.
- 3 years' experience in the substance abuse treatment field.

- Computer skills required: Microsoft Office Suite; ability to use electronic health record system.
- Ability to model recovery core principles and values.
- Experience working with people with complex needs who are exhibiting mental health issues.
- Knowledge of community resources, specifically related to substance abuse treatment.
- Good organizational skills and ability to handle multiple priorities.
- Knowledge of trauma's impact on families.
- Ability to implement strategies that incorporate the family's cultural values and strengths.
- Ability to exercise good judgment and work independently, legally and ethically.
- Ability to communicate effectively and respectfully, both verbally and in writing.
- Ability to work as part of a team and address differences and conflicts in a proactive manner.

PREFERRED QUALIFICATIONS:

- Certified Alcohol and Other Drug Abuse Counselor (CADAC)
- Knowledge of and experience working with parents from diverse backgrounds.
- Persons of color encouraged to apply.

Special Requirements:

- Must pass criminal records clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.
- Flexibility to work occasional evenings.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.
- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.

- Occasionally required to push/pull objects up to 25 lbs. and to lift/carry objects up to 25 lbs.

COMPENSATION: \$22.95-\$23.52 hourly. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

EMPLOYEE STATUS: .5 FTE

WEEKLY HOURS: 18.75

BENEFITS INCLUDE:

- Offer a Great Variety of Employer Paid & Voluntary Benefit Plans
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefit

TO APPLY: Send your resume and **cover letter** to Nancy Morosohk. **Resumes without cover letters will not be reviewed.**

Email: nmorosohk@familypaths.org

Website: www.familypaths.org