Position Title: LEAD SUD Counselor
Department: Residential Services
Report to: Program Manager
Salary Range: $68,000-$75,000
Type: Full Time, Non-Exempt

Position Summary

Stepping Stone of San Diego is a non-profit that specializes in the LGBTQIA+ addiction recovery, mental health and housing programs. Our Residential Program is a County-funded Drug Medi-Cal in-patient recovery program with 31 beds, and a team of counselors, peer support, mental health and wrap-around services.

The Residential LEAD SUD Counselor will manage our SUD Counselors along with their counterpart, the Co-LEAD SUD Counselor, to help our 24-hour Residential Substance Use Treatment facility function at its best and in compliance with DMC-ODS health and safety guidelines. The Co-LEAD counselors report to the Program Manager and are responsible for supervising and training our front-line SUD counselors, leading staff team meetings, managing the weekly treatment schedule and ensuring appropriate staffing for the daily operations of a fast-paced residential setting.

Essential Functions

- Supervise SUD Counselors and support staff direct day-to-day workflow as necessary to ensure compliance with health and safety requirements
- Monitor the residential treatment environment to ensure that safe, cohesive treatment practices are in place and being implemented in accordance with DMC-ODS guidelines
- Oversee staff's completion of monthly medication room audits and room searches
- Develop and manage weekly SUD staffing schedule, Med Call schedule, Residential Testing schedule, and Program Group Curriculum with support from Co-LEAD SUD Counselor and Program Manager. Find or provide coverage for staff "call out" or holiday leave
- Oversee daily duties of residential staff and ensure facilitated groups are staffed as scheduled.
- Provide addiction recovery counseling with a focus on LGBTQIA+ clients and individuals living with HIV/AIDS for a caseload of 2 to 3 residents
- Approve weekly staff payroll for SUD Counselors
- Conduct SUD assessments for residents, including the regular completion of residential problem lists (formerly known as treatment plans)
- Help resolve interpersonal issues among residents and staff when needed
- Comfortable with being on-call for crisis management along with Program Manager
- Monitor all resident transportation needs - within a residential setting and coordinate transportation by staff to medically necessary appointments
- In conjunction with Program Manager, oversee the approval process of all allowable off-site activities or events for resident enrichment
- Conduct Leadership groups for residents within a residential setting

- Report issues that endanger the safety or wellbeing of clients or colleagues to the program manager
- Conducting weekly Treatment Team meetings
- Support Program Manager in the preparation of all county and state audits or visits
- Attend all internal meetings, and complete all trainings as required
- Train and coach staff in new policies and procedures
- Actively participate in onboarding of new SUD staff
- Serve as a leader by exemplifying the highest professional standards
- Oversee and maintain all confidentiality and privacy standards for client protected health information and other information and materials in accordance with company policies and procedures, and applicable regulations and laws according to HIPAA
- Other duties as assigned or necessary to support the program, office and/or the agency

Minimum Qualifications

- Currently maintaining active registration through CCAPP, CAADE, or CADTP with completion and certification within 5 years of hire
- Assure timely renewal of registration
- Current CPR/First Aid Certification (or within 90 days of hire)
- ASAM Training (or within 10 days of hire)
- Cultural competency and understanding working in the social determinants of health impacting LGBTQI+ communities
- Strong verbal communication skills
- Ability to work independently and in a group setting
- Ability to handle multiple tasks and shifting priorities within a residential setting
- Ability to work productively in a fast-paced environment
- Excellent time management skills
- Ability to complete tasks in a timely manner according to program expectations
- Ability to meet deadlines with documentation according to state, county, and program expectations
- Ability to work flexible hours - days, nights, and weekends as needed for a residential setting
- Valid driver's license and reliable transportation

Preferred Qualifications

- 1 to 2 years' experience serving clients in a human services setting
- 1 to 2 years' experience managing SUD staff
- Previous experience working in an AOD residential program setting
- Experience with SmartCare or other forms of electronic health records
- Experience with Optum – SUDPOH county forms used for AOD documentation
- Written and spoken bilingual fluency in Spanish and English
- Completion of AOD credentialing educational requirements

Environmental Factors and Conditions/Physical Requirements

- While primarily working indoors, counselors also work with clients outdoors

- Regularly lift 15 pounds and occasionally up to 50 pounds
- Holiday, evening, and weekend work may be required
- Transporting residents to and from activities and or appointments

Benefits Package

- Health Premiums company paid, including Acupuncture and Chiropractic
- Dental & Vision company paid
- Flexible Spending Accounts (Health Care & Dependent Care)
- Generous paid time off – sick & vacation
- Employee Assistance Program
- 403(b) Retirement Employer Match up to 5%
- 15 Paid Holidays
- Life/AD&D Insurance company paid
- Long Term Disability Insurance company paid

How to Apply

- Submit resume at: https://missionedge.hrmdirect.com/employment/job-opening.php?req=3429836&req_loc=835795&&#job