



**HORIZONS UNLIMITED OF SAN FRANCISCO, INC.**  
**POSITION DESCRIPTION AND JOB ANNOUNCEMENT**

**SUBSTANCE USE DISORDER COUNSELOR**  
**ROADMAP TO PEACE INITIATIVE WITHIN THE OUTPATIENT DEPARTMENT**

*Full-time, Union Position*

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District and offers substance use prevention, treatment, employment/workforce development, mental health and wellness, and gender-affirming services, to Latino and all youth of color, up to age 24, and their families residing in the Mission District and throughout the city and county of San Francisco.

**Position Title:** Substance Use Disorder Counselor

**Reports To:** Program Director, Treatment Programs

**Program Summary:** The Roadmap To Peace (RTP) initiative is a collective impact program that advances economic, health and safety outcomes for Latino/a identified, disconnected youth ages 13-24, who are in-risk and/or violence involved. The RTP initiative has three interrelated strategies: Service Network, Community Building and Policy Reform. Working alongside and in partnership with the Initiative's Care Managers, the Substance Use Counselor will support outreach and engagement activities across the network, and provide referral development, screening, intake and assessment, individual/group counseling, treatment planning, case management and collateral services.

**DUTIES AND RESPONSIBILITIES:**

**Outreach and Networking**

- Develop and implement an outreach plan for engaging youth in programming.
- Network with other agency and school staff, probation/parole officers, etc., to raise awareness of the RTP initiative and services.
- Facilitate referrals through effective networking.

**Client Engagement and Education**

- Identify potential clients within Horizon s' current programming for participation in RTP services.
- Collaborate with agency staff to increase knowledge and participation in RTP services and initiatives.
- Educate RTP clients on resources available to them through the RTP network.



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### **Assessment and Counseling**

- Conduct client intakes, screenings, and assessments to determine needs, strengths, and supports.
- Develop strength-based Treatment Plans of Care for each client and consistently monitor progress.
- Conduct individual counseling sessions, including follow-ups.

### **Documentation and Coordination**

- Document and maintain up-to-date client files while ensuring confidentiality per clinical procedures.
- Attend weekly interdisciplinary clinical meetings with clinical staff.
- Attend bi-weekly care management meetings with RTP partner agencies.
- Participate in bi-weekly RTP Service Network meetings.
- Develop and facilitate workshops as required.
- Prepare written monthly reports and collect data on client outcomes.
- Track and enter client services into the CMS system daily and within 24-48 hours of service provision.
- Provide coordination support to achieve the mission and objectives of the Roadmap to Peace (RTP) and Horizons' Outpatient Program.
- Perform other duties as assigned by the Behavioral Health Program Director.

### **MINIMUM QUALIFICATIONS:**

#### **Experience and Qualifications**

- A minimum of 2.5 years working with at-risk youth and their families.
- Must be a registered or certified Substance Use Counselor through an accredited institution such as CAADE or CCAPP, and complete all annual requirements to maintain registration/certification.
- Bilingual (Spanish/English).
- Versed in best practices and interventions such as Motivational Interviewing, Cognitive Behavioral Therapy, Stages of Change, etc.
- Knowledge of youth services in San Francisco from which clients can benefit.
- Experience working with Latino youth and their families, youth within the juvenile justice system, youth with disabilities, youth with co-occurring disorders, and/or gang-affiliated, etc.



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- Experience in clinical treatment, healing arts, and intervention techniques/approaches to youth development.

### **Skills and Abilities**

- Knowledgeable about youth development and empowerment principles, prevention strategies, best practices in serving high-risk youth, behavior modification, harm reduction, etc.
- Ability to meet deadlines and juggle multiple competing deadlines/tasks in a fast-paced environment.
- Able to maintain confidential, accurate, and complete records, including documentation of daily encounters, progress notes, weekly and monthly reports, etc.
- Excellent organizational, communication, written, and verbal skills.
- Ability to work as a member of a team.
- Willingness to work outside regular business hours to attend events, meetings, etc. (including evenings, weekends, and before work, as needed).

### **Job Requirements**

- Must be able to clear a TB test before the first day of employment and annually.
- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Complete annual recurrent required training.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of two years.

### **COMPENSATION AND BENEFITS:**

- Full-time, permanent position after successful completion of a 6-month probation period.
- Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment.
- Other benefits include paid vacation, sick leave, and holidays.
- Starting hourly wage is between \$28.80-\$32.95.

Updated:  
**August 28, 2024**

Application Deadline:  
**Open Until Filled.**



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**Application Process:**

Submit a cover letter and resume by email at [officeadmin@horizons-sf.org](mailto:officeadmin@horizons-sf.org) or mail to 440 Potrero Avenue, San Francisco, CA 94110.

**COVID-19 advisory:** Horizons operates as an essential service organization and has implemented a COVID-19 Recovery Plan that documents operations, safety protocols, and guidance for the safety of staff and provision of services in accordance with local, state and other Health Orders and guidelines. At the time of this posting, services will primarily be offered in-person, onsite or in local high schools. This is subject to change and Horizons reserves the right to make changes to its Recovery Plan, processes, policies and practices at its discretion.

**Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation.**

**Women and BIPOC Are Encouraged To Apply.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**