

JOB DESCRIPTION

POSITION: UNIT COORDINATOR/METHADONE MAINTENANCE PROGRAM

Classification: Exempt

Reports to: Director, Substance Use Disorder Services

GENERAL DESCRIPTION:

This exempt position of Unit Coordinator Methadone Maintenance Program provides oversight of the Program and supervises the counseling staff. This position consults with the Medical Director and Director of Substance Use Disorder Program on clinical and operational issues, and coordinates policies and procedures for the unit. Supervision is received from the Program Director of Substance Use Disorder Services.

EXAMPLE OF DUTIES:

- Serves as a senior staff person in supervision and oversight of the counseling staff and Methadone Maintenance Program.
- Participates in a variety of functions, including personnel recruitment, assists in the development and implementation of management improvements and practices for the agency; participates in the development of ongoing training for counseling staff.
- As part of an interdisciplinary team, facilitates and participates in the functions of a Methadone Maintenance Program, i.e., conducts individual, family or group counseling sessions to assist client in dealing with their problems; maintains an active client caseload.
- Provides clinical supervision to counselors, in-service training and staff developmental activities.
- Provides supportive crisis intervention as needed.
- Maintains an active caseload of clients.

- Participates in weekly staff/team meetings
- Represent the Program at the County, State and Federal Level and the community at-large.
- Attend required meetings
- Performs related or similar duties as required.

MINIMUM QUALIFICATIONS:

Licensed or Certified Substance Abuse Counselor with experience working with individuals who have addiction with alcohol or other drugs. This position requires a Bachelor's degree in Psychology, Social Work, Sociology, Social Sciences or related field. Two (2) years' experience directly related to the above described duties. Skilled in motivational enhancement therapy and harm reduction approach. Applicant must have three (3) years' experience working in a Supervisory capacity. Ability to satisfy deadlines with accuracy and attention to detail. Applicant must have strong written, presentation and verbal communication skills. Ability to maintain confidentiality, demonstrate professional ethics and diplomacy at all times.

Must have a current California Driver License and clean DMV report. Good knowledge of community resources for referrals, i.e. housing, medical treatment, education, employment opportunities and legal assistance. Must have knowledge and experience working with People of Color cultures and groups, or other underserved populations.