



90 Great Oaks Blvd., #108  
San Jose, CA 95119  
(408) 281-0708  
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## JOB DESCRIPTION

**POSITION: Caseworker**

**DEPARTMENT: Step Up! Outpatient Program**

### EMPLOYMENT STATUS:

- Regular  
 Temporary  
 Full-Time  
 Part-Time  
 Exempt       Non-Exempt

**REPORTS TO: Clinical Program Director**

### PURPOSE:

The purpose of this position is to provide medically necessary clinical services prescribed for clients.

### ESSENTIAL DUTIES:

- Coordinates and conducts referral interviews and coordinates appropriate clients into the program
- Reports to placement agents as needed
- Facilitates group counseling, especially as it relates to addictions
- Provides family counseling and other collateral services as needed
- Facilitates parenting education
- Provides individual counseling related to crisis intervention, treatment planning and discharge planning
- Participates in and provides staff training, staffing, and committee meetings as assigned
- Documents and reviews client progress
- Formulates individual treatment plans, updates and discharge summaries
- Attends work-related conferences and seminars.
- Provide for or refer clients for educational opportunities, vocation counseling and training, job referral and placement, legal services, medical and dental services, social/recreational experience, and individual and group counseling for parents and other significant relationships
- Maintain client records and documentation according to CFR 42, Section 2
- Ensure the program is maintained in a clean, safe, sanitary and alcohol and drug-free environment.
- Provide surveillance of maintenance services and procedures for the safety and well-being of patients, personnel, and visitors

### MINIMUM REQUIREMENTS:

- Master's degree in Social Work, Marriage, Family and Child Counseling or MFT traineeship from an accredited college, university or an Addictions Certificate from a certified program.
- Must be LCSW, LMFT, registered intern with BBS, certified Alcohol and other drugs counselor, or registered to obtain such certification within 6 months of hire date.
- At least one year clinical and/or substance abuse experience with adolescents preferred, and experience in case management
- Ability to do essential duties
- Sobriety
- Access to a reliable and insured vehicle
- Clean DMV record, with no more than one point if under 25 years of age, or no more than two points if over 25 years of age
- Negative TB test
- Good physical health (provide proof via physical exam)

### KNOWLEDGE AND ABILITIES:

- Addictions, mental health issues, and issues relating to abuse and neglected adolescents

- The Twelve Steps of Alcoholics Anonymous, Narcotics Anonymous, and/or Al-Anon
- Principles and techniques of individual and group treatment of delinquent, emotionally disturbed and chemically dependent youth
- Departmental and agency policies
- Diverse racial and cultural characteristics of clients and how these characteristics impact group care
- Interviewing techniques and procedures
- Report writing
- Availability of community service and resources
- Principles and practices of counseling
- Group counseling leadership principles and techniques
- Refraining from co-dependency and enabling behaviors
- Counseling addicted clients and evaluating their readiness for movement to a more or less restrictive level of care
- Establishing and maintaining cooperative relationships with those contacted during the course of work
- Analyzing situations accurately and taking effective course of action
- Speaking and writing effectively

**SPECIAL PERSONAL CHARACTERISTICS:**

- Emotional maturity and stability
- Empathic and objective understanding of the problems of this client population
- Honesty
- Integrity
- Tact
- Patience
- High Judeo-Christian moral standards
- Sensitivity to client spirituality in accordance with the Twelve Steps of Alcoholics Anonymous
- Neat personal appearance
- Keeness of observation
- A continuing satisfactory record as a law-abiding citizen
- Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the clients we serve
- Punctuality and willingness to work various schedules, including weekends and holidays, and to report for duty at any time emergencies arise
- Sound physical, mental and emotional condition
- Willingness to travel

*Age Limitation:* Minimum age is 21 years.

*Citizenship Requirement:* Pursuant to the law, a person must be either a US citizen, a permanent resident alien or meet the provisions of Section D of Annex 1603 of the North American Free Trade Agreement to engage in business activities at a professional level.

*Felony Disqualification:* Persons convicted of a felony are not eligible to be appointed to positions of this class.

*Background Investigation:* Pursuant to the law, persons shall be fingerprinted prior to work in a facility, and shall be subject to a background investigation by Community Care Licensing and the FBI. Persons who have previously been subjected to this in Advent will not undergo any further investigation of this type.

*Medical Requirement:* Persons shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

I have reviewed and determined that this job description accurately reflects the position.			
_____	_____	_____	_____
Program Director signature	Date	Employee signature	Date