

**SPECIAL SERVICE FOR GROUPS, INC.**  
**JOB ANNOUNCEMENT**

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**Title:** Case Manager V (Substance Use Counselor)  
**FLSA:** Non-Exempt/Full-time (40 hr./wk.)  
**Pay Range or Rate:** \$25-30/hour, DOE

**Division:** APAIT (Los Angeles)  
**Supervisor:** Director of Behavioral Health  
**Updated:** 01/18/2024

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**Summary**

The Case Manager V will be responsible for providing direct program implementation activities under the supervision of the Director of Behavioral Health to individuals living in Los Angeles County as an integral part of the agency's Behavioral Health and Support Services unit. They will receive clinical supervision from a Licensed Clinical Supervisor. Responsibilities include outreach and recruitment; conducting participant screenings and assessments; facilitating trauma-informed, culturally affirming individual and group level counseling sessions with a strong focus on addiction; providing targeted case management; and tracking participant progress. The Case Manager V will have clear professional guidelines about how to successfully work with the agency's substance abuse client population.

**Essential Functions**

1. Conduct individual and group level rehabilitation counseling sessions.
2. Conduct client intake screenings and assessment plans.
3. Develop and implement outreach, recruitment, and linkage referrals to community-wide stakeholders.
4. Provide case management services for clients, such as referrals to food assistance, childcare, transportation, housing; care coordination; employment development; skills building.
5. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
6. Attend and actively participate in unit, case conference, internal staff in-service, community, and other relevant agency events.
7. Other activities as required to conduct program and agency objectives.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. High school diploma or GED equivalent and at least 2 years of experience in substance use counseling.
2. CADC or CADC-CAS related licensure.
3. Have experiential knowledge of recovery and/or populations of focus.
4. Knowledge of substance use, mental health, HIV/AIDS, and related issues.
5. Knowledge of and ability to work with racial/ethnic minority, impoverished and underserved communities and groups (e.g., multi-gender, generation, LGBTQ, substance using).
6. Bilingual in Spanish language preferred.
7. Proficient writing and oral communication skills.
8. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets and databases),
9. Ability to coordinate multiple tasks simultaneously in high pressure environment.
10. Proof of employment eligibility, valid California Driver's License, and annual automobile insurance.
11. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician 6 months prior to employment.
12. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

1. Strong interpersonal skills and ability to work with staff from diverse cultural, ethnic, educational, and socio-economic backgrounds.
2. Be able to process new information, think, and conceptualize tasks as appropriate.
3. Experience working in a non-profit community-based organization.

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**Supervisory Responsibilities**

The incumbent in the position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.
2. Occasional outreach at community festivals, conferences, nightclubs, massage parlors, and other outreach venues that target population frequents.

**Physical Requirements**

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. The incumbent in this position must be able to accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Jeremy, jeremyv@apaitonline.org NO PHONE CALLS PLEASE.

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SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the  
requirements set by law.*