



## JOB DESCRIPTION

**Position:** Detox and Recovery Specialist  
**Status:** Part-time: 20-26 hours per week  
**Exemption Status:** Non-exempt  
**Supervisor(s):** HOPE Program Manager

### Agency Background:

Abode Services (formerly Tri-City Homeless Coalition) is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Alameda County; this position will provide services in southern and eastern Alameda County.

### Job Purpose Summary:

Working with HOPE Project, this position will develop and implement a Substance Recovery program that will provide services from the HOPE mobile health clinic as well as at the agency's homeless shelter and housing sites.

### Responsibilities:

- Engage housed and un-housed single adults, families, and transition age youth to begin talking about their substance use.
- Support clients in moving from pre-contemplation to action and assist them in developing effective plans to address their addiction issues.
- Develop and conduct substance use/abuse assessments.
- Provide individual and group counseling.
- Develop substance recovery referrals (detox, outpatient services, and residential treatment) and act as central point of referral for many programs within the agency.
- Provide case management and general referrals to clients.
- Participate in treatment team meetings.
- Develop treatment plans and goals.
- Provide services to people living on the streets, in shelters, and in supportive housing programs.
- Maintain files, progress notes, statistics, and other paperwork required by program, agency, and funders. Assist in preparing reports to meet compliance requirements and assist with evaluation of program success.
- Other duties as assigned.

### Qualifications:

- MSW/MA in psychology or other related field and CADAC (Certified Alcohol and Drug Addiction Counselor) certification. (*Clinical Supervision may be available to those working towards licensure*).
- Bilingual a plus.
- Must possess one year of field experience working with people who are formerly homeless, are currently homeless and/or who have a psychiatric disability.
- Must have a working knowledge of Harm Reduction, Motivational Interviewing, Stages of Change and other addiction models and treatment modalities.

- Cultural competency and experience in working with diverse populations.
- Initiative, flexibility, self-motivation, and capacity to respond effectively in stressful/crisis situations.
- Working knowledge of all Microsoft Office applications.
- Ability to maintain accurate statistical data/records and prepare reports.
- Excellent written and oral communication skills.
- Strong organizational, detail orientated, and time management skills.
- Proven ability to work effectively as an individual and as part of a team.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.
- Must be available to work evenings and weekends and must be willing to be flexible with work schedule.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice