



Substance Abuse Counselor * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Substance Abuse Counselor in Callicoon, NY. The Substance Abuse Counselor is responsible to develop and facilitate the Centers alcohol, drug and tobacco prevention program. Educates and counsels students to reduce and prevent drug-related separations from the program. Develops individualized case management plans to enhance student retention and success. Ensures confidentiality of sensitive information and compliance with all HIPAA laws.

Responsibilities:

Follows all integrity guidelines and procedures and ensures no manipulation of student data.
Develops and implements alcohol, drug and tobacco prevention activities and integrates services into Centers programmatic functions.
Develops and coordinates community resources for educating students on substance use and abuse.
Administers Centers drug testing program to promote a drug-free environment.
Responsible to provide students with comprehensive and individualized case management ensuring student progress, retention and completion of the Job Corps program. Establishes supportive/mentoring relationships with students throughout their enrollment and provides substance abuse counseling and education.
Counsels' students individually and in groups on substance abuse.
Produces quality work/assignments in a thorough, timely and accurate manner.
Maintains appropriate personal attendance, accountability and work productivity standards.
Plans, prioritizes and organizes assignments to meet established goals and deadlines.
Understands and applies job knowledge to effectively complete all required job responsibilities.
Proactively maintains the skills required to perform job duties.
Mentors, monitors and models the Career Success Standards as required by the PRH.
Shows respect and courtesy to students and holds them accountable for their actions and behavior.
Provides quality programs and services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of programs and services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions. Follows up to ensure prompt/appropriate action is taken and that problems are in fact corrected.

Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students.

Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager to include assignments to temporarily perform job responsibilities of other departments and positions.

Other duties as assigned.

Requirements:

High School Diploma/GED, A degree from an accredited school preferred.

A minimum of one-year experience in drug/alcohol counseling or related field preferred.

Valid NY State Driver's License

Reference Check

Active unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in NY State.

Skills Required to perform the job:

Drug and Alcohol Counseling

Detail Oriented

Integrity

Listening Skills

Shift, Salary, and Benefits: This is a full-time position, First Shift, Monday - Friday, \$24.64 hourly.

Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.