



## ASIAN COUNSELING and REFERRAL SERVICE

*Asian Counseling and Referral Service, a non-profit organization, promotes social justice and the well being and empowerment of Asian Pacific American individuals, families and communities; including immigrants, refugees, and native born; by developing, providing and advocating for innovative community-based multilingual and multicultural services.*

### JOB ANNOUNCEMENT

TITLE:	Recovery Services Counselor
DEPARTMENT:	Recovery Services
SUPERVISOR:	Recovery Services Supervisor
PURPOSE:	To provide culturally competent counseling and case management services for members of the Asian Pacific American community who are in the process of recovery. To provide services that are holistic, person-centered, and strengths-based with the goal of helping individuals to live a meaningful and independent life in the community. Performs services in compliance with agency policies and with contract and regulatory standards and requirements.

#### ESSENTIAL JOB FUNCTIONS

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1. Work with clients to develop and implement person-centered, holistic, and community-based care plan. Specific tasks include:
  - Conducting comprehensive assessments addressing broad range of life domains and developing strengths-based and recovery-oriented service care plan with the client;
  - Providing community-based individual and group counseling, education, and case management services, including aftercare services;
  - Delivering client services based on the care plan, including visiting clients at their home and at other community locations accessible to clients;
  - Providing client advocacy in attaining services and assistance in areas such as housing, medical resources, financial assistance, legal advocacy, transportation.
  - Providing integrated and holistic services to meet the range of clients' behavioral health care needs and based in recovery principles. Providing coordinated services in compliance with relevant State, County, and City standards, including meeting expectations of the applicable systems, including mental health, substance abuse, domestic violence treatment, and/or problem gambling.
  - Expected to meet program performance and/or productivity standards.
2. Prepares concise, complete, and accurate progress notes and program documentation according to agency policy and system standards. Completes all of the required documentation and reports relevant to public payors, such as Medicaid and other third party payors, such as private insurers, in a timely manner.
  - Expected to meet program paperwork / documentation standards.

3. Performs program outreach in the community and participates in community educational programs on chemical dependency for the general public, professional and industrial groups. Explains program policy and services to clients and others.
4. Participates in training, meetings, consultations, and conferences.
5. Coordinates and cooperates with other agencies, organizations, and natural supports on client evaluation, care plans, and follow-up to meet state and agency requirements and to ensure quality care to clients. Prepares progress reports and completion notices and provides them to the courts, probation departments, and referral sources as appropriate.
6. Provide team back up when case coverage is needed.

**QUALIFICATIONS:**

**COUNSELOR I**

- Bachelor's degree in social work or social/behavioral science;
  - OR
  - Bachelor's degree plus two (1) years of social service experience;
  - OR
  - Associate's degree or equivalent in social work or social/behavioral science plus two (1) years social services experience.
  - OR
  - HS diploma or equivalent, with four (5) years experience in direct treatment.

**COUNSELOR II**

- Master's degree in social work or social/behavioral science;
  - OR
  - Bachelor's degree in social science with three (3) years experience in direct treatment;
  - OR
  - Bachelor's degree in other major with five (4) years experience in direct treatment;
  - OR
  - AA in social science with seven (7) years experience in direct treatment;
  - OR
  - HS diploma with nine (9) years experience in direct treatment.
- Chemical Dependency Professional (CDP) or Chemical Dependency Professional Trainee (CDPT) with commitment and ability attain CDP certification with in 2 years of employment, preferred.

**QUALIFICATIONS:**

- Registered as a counselor with the Department of Health or have a letter of exemption from the Department of Health.
- May not have a history of alcohol or other drug misuse for a period of three years prior to employment as a CDP and not display evidence of misuse of alcohol or other drug while a CDP.
- Preferred ability to understand, speak, write, and read Asian Pacific Islander language and English. Knowledge of APA cultures is required. Experience working within a culturally and linguistically diverse environment highly desirable.
- Ability to: work as a team member with professional and support staff; analyze and draw conclusions from case records; apply casework principles to individual situations; and exercise judgment and organize multiple tasks.
- Employee must have a vehicle or reliable transportation to fulfill all job duties. If using personal or agency vehicle, this includes valid current Driver's license and must be insurable under agency's auto policy. If using personal vehicle, must have current auto insurance.

**STATUS:** Regular / Full-Time (1 FTE) ; Multiple Openings

**SALARY:** Depending on experience

**CLOSING DATE:** Open until filled

**BENEFITS** Medical, dental, vision, life, AD&D and LTD insurance; generous vacation/sick/holiday pay; EAP and Travel Assistance; health and dependent care FSAs; 403(b) and pension plans.

**SEND RESUME TO:** **ASIAN COUNSELING and REFERRAL SERVICE**  
ATTN: Human Resources  
3639 Martin Luther King Jr. Way S.  
Seattle, WA 98144  
Email: [hr@acrs.org](mailto:hr@acrs.org)

*Asian Counseling and Referral Service is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability. ACRS does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of a service animal, military or veteran status. Equal access to programs, services and employment is available to all persons. Those individuals requiring accommodation should notify ACRS in advance. ACRS is a Tobacco Free Campus.*