

**Step Up on Second, a nationally recognized non-profit mental health and housing provider currently has an opportunity for a Substance Use Counselor at Warley Park** **in Sanford, Florida.**

**PROGRAM AND JOB TITLE**: SUBSTANCE USE COUNSELOR/ SERVICE COORDINATOR

**Job Type**: Full-time

**Reports to**: Program Coordinator

**SUMMARY:**

The Substance Use Counselor/Service Coordinator I, is a member of the team providing life skills services to Warley Park tenants coping with mental health and co-occurring substance use disorders. The Substance Counselor/Service Coordinator I is responsible for planning, facilitating, implementing, and coordinating individual and group substance use treatment services to residents with co-occurring disorders, many of whom have a history of homelessness. Knowledge of Harm Reduction, the Stages of Change and effective interventions such as Motivational Interviewing are required. This position will work at least one weekend day per week, (Saturday or Sunday).

Primary duties include, but are not limited to the following:

* Conduct individual and group substance use counseling and provide routine case management.
* Conduct and evaluate for the co-occurring substance use component of psychosocial assessments. This will include identifying the level of functioning, stage of change in recovery or desire for treatment, support network, level of self-care, medication and treatment history.
* Evaluate for immediate needs such as crisis intervention, inpatient detox, medical attention etc. Ensure access to local resources by developing and maintaining relationships with substance use treatment organizations.
* Maintain documentation of all counseling sessions, substance use services and other services in compliance with Step Up and HMIS policies and procedures, contracts and other regulatory requirements.
* Attend staff meetings, supervision and maintain counselor skills and certifications through trainings and work collaboratively with teammates including Property Management.
* Other duties as assigned.

**QUALIFICATIONS**: CAC/CAP or similar Substance Use Certification; and training in co-occurring substance disorders and variety of treatment modalities. B.A in psychology/social work or related field, or 3 years of related work experience with substance using adults with co-occurring mental health diagnosis. Case Management experience is essential. Must have own transportation, current Florida driver’s license, a clean driving record and proof of car insurance.

**Step Up Core Values**

**HOPE** – We believe all people have the capacity for positive growth and change. We use hope to inspire and motivate ourselves, our members, our colleagues, and our community.

**WELLNESS** – We believe in promoting a culture that supports healthy and fulfilling lives. We use a supportive environment to foster well-being for ourselves, our members, our colleagues, and our community.

**VOICE AND CHOICE** – We believe in the right to choose and be heard. We use voice and choice to create meaningful outcomes and empowerment for ourselves, our members, our colleagues, and our community.

**RESPECT** – We believe in promoting interactions that are non-judgmental, transparent. We use respect to guide all of our words and actions with ourselves, our members, our colleagues, and our community.

**COLLABORATIVE RELATIONSHIPS** – We believe in forming partnerships to share resources, knowledge, and experiences. We use collaborative relationships to strengthen accomplishments for ourselves, our members, our colleagues, and our community.

Step Up is committed to providing quality services that adhere to the highest ethical standards and principles. All Step Up employees agree to adhere to the ethical policies and codes of conduct, as outlined in the Employee Handbook and those specified for this grant.

**Disclaimer:** Work with the homeless population whether on the streets, in shelters or other places of habitation or services, may present inherent challenges and difficulties such as: exposure to bed bugs or other infestations, unpleasant smells or odors, unclean individuals or homes due to homelessness or mental health symptoms or poverty. While Step Up as an agency strives to protect all employees from adverse events, Step Up is not responsible for rectifying the outcome of such exposures and considers this the nature of the field based environment and Workplace. Step Up utilizes the principles of trauma-informed care and mental health recovery. These principles inform our Core Values of Hope, Wellness, Voice and Choice, Respect, and Collaborative Relationships. As representatives of Step Up, employees agree to adhere to these values in their interactions with members, colleagues, supervisors, and associated community members.

Step Up provides equal employment opportunities without regard to age, ancestry, color,

creed, mental or physical disability, marital status, medical condition, national origin, race,

religion, sex, sexual orientation, veteran status, or any other consideration made unlawful by

federal, state or local laws.

STEP UP IS AN EQUAL OPPORTUNITY EMPLOYER