



INSTITUTO FAMILIAR DE LA RAZA, INC.

Substance Abuse Counselor

Si a la Vida – Integrated HIV Services

\$25.82 – \$28.02 hourly rate

AGENCY DESCRIPTION:

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, and clinical and artistic mentoring services, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families. It has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino communities and other cultural/racial communities in San Francisco.

JOB/PROGRAM DESCRIPTION:

The Substance Abuse Counselor is part of the mental health team at our Mission Center of Excellence (for HIV care) with Mission Neighborhood Health Center. The Substance Abuse Counselor is responsible for providing substance use services to individuals living with HIV/AIDS. Services are delivered primarily in Spanish. The SF Department of Public Health, through a multi-year contract, funds this position.

Si a la Vida –Integrated HIV Services offers a continuum of HIV services to diverse Latino communities in San Francisco, including HIV prevention and mental health services. Our goals are to support Latinos in reducing their risk of HIV infection and transmission; to improve the quality of life of those living with and at risk of HIV; and to reduce stigma related to HIV, sexual orientation and gender identity. We accomplish this through client-centered, nonjudgmental, culturally and linguistically appropriate services.

Essential Job Duties include but not limited to the following:

- Conduct substance abuse assessments and develop individualized care plans in collaboration with other providers
- Provide outpatient substance abuse counseling based on individual care plans
- Provide case management services based on individual care plans
- Work closely with psychotherapist, medical care providers, case managers, and other staff to achieve treatment goals regarding substance abuse and HIV care
- Provide direct linkage, navigation and accompaniment to other substance abuse and related services as needed
- Facilitate a weekly psycho-educational group utilizing a harm reduction model

Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.

- Maintain proper notes and documentation in clients' electronic medical record, and comply with HIPPA and standards of care guidelines
- Submit monthly client data reports
- Participate in clinical supervision and attend required trainings and agency meetings
- Other duties as assigned

Required Skills:

- Two years minimum of substance abuse counseling experience with a similar population
- Must speak Spanish and English fluently (the majority of clients are Spanish speaking)
- Experience working with people living with HIV, immigrant communities, and socially and economically disadvantaged Latino communities
- Demonstrated skills in facilitation of groups and workshops
- Demonstrated competence in creating spaces that are affirming of diverse sexual orientations, gender identities and gender expression
- Demonstrated ability to work independently and take initiative, as well as foster team work

EDUCATION, CERTIFICATION AND LICENSES

- Substance Abuse Counseling Certification is required
- B.A. degree in social work, psychology, human services or related discipline; strongly preferred
- Must pass and maintain annual Tuberculosis Test
- Must pass Department of Justice Fingerprint screening

COMPENSATION AND BENEFITS

The approximate salary range is \$47,000.00 - \$51,000.00 annually (\$25.82 – \$28.02 hourly equivalent) depending on qualifications and experience. This is a full time – non-exempt position with benefits.

All full time positions at IFR are **35 hours per week** and are eligible to participate in medical health benefit plans including dental, vision, 403(b) plan, earn vacation, sick leave, thirteen paid holidays, and on-going opportunities for learning.

PHYSICAL DEMANDS:

The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

- General ability communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking too, including a diverse population
- General alertness to address emergency or potentially dangerous situations
- Requires physical ability remain seated at a desk for long periods of time when needed
- Basic manual dexterity to operate work processing equipment with skill, speed and accuracy
- Must be able to view computer for long periods of time
- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required

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- Activities that occur infrequently are: bending, squatting, crouching, kneeling, twisting, reaching straight, above or below shoulders
- On occasion must lift up to 35 LBS

To apply submit your cover letter and resume in a Word or PDF format to: (please note, resume without a cover letter will not be considered)

Ana Varinia Esquivel
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Instituto Familiar de la Raza, Inc.
Human Resource Manager