

EMPLOYMENT OPPORTUNITY

DUI Program Counselor

Safety Center Incorporated is a nonprofit organization founded in 1934 whose mission is to reduce injuries and save lives by empowering our community to make positive life changing decisions. We accomplish this mission by promoting lifelong safety and health through a variety of community and professional programs.

Safety Center has immediate openings for DUI Program Counselors. Bilingual (English/Spanish) highly desired.

Summary: The DUI Program Counselor is an essential member of the Alcohol & Drug Program (ADP) team delivering Safety Center's DUI curriculum to empower clients to make positive behavior changes.

The DUI Program Counselor is responsible for performing job duties in accordance with the Code of Ethics for Alcohol & Drug Counselors as outlined in the Standard Uniform California AOD Counselor Code and as outlined in the Safety Center Employee Handbook.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Maintain current AOD Counselor certification and CEU's as required by Title 9.
- Conduct client intakes; interpret and explain client contract, identify client needs, enroll them in the appropriate program, set up payment schedules and process payments per company procedures. Prepare DL107 and proof of enrollment certificates.
- Track client attendance and process completion certificates, or provide appropriate notification to the courts for non-compliance as required.
- Conduct education groups and face-to-face interviews using the ASI assessment tools and Safety Center's Curriculum in accordance with Title 9 Programs or Drug Diversion Standards.
- Counsel individuals requiring assistance dealing with substance abuse problems through the DMV or court mandated programs. Refer clients to other support and/or employment services.
- Review and maintain accurate and timely records as required by the court, Title 9 and Safety Center's curriculum.
- Monitor condition of clients to evaluate successful completion of the program.
- Compile and maintain accurate records of business transactions, office activities and classroom counseling sessions to assure the positive outcome of internal audits as well as audits conducted by county and/or state officials related to the daily operation of alcohol and drug-related programs and services provided by Safety Center.

Requirements of Successful Candidates:

- Must have a current AOD Counselor certificate.
- Regular, predictable attendance
- Experience using internet software, including Zoom and video conferencing technology
- Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter and telephone

Interested candidates, please send cover letter and resume to HR@safetycenter.org for consideration.