



Job Title: Counselor/Case Manager
Organization: Asian American Recovery Services, Inc. (AARS, Inc.)
Program//Dept.: Intensive Outpatient
Location: Daly City
Reports to: Program Director
Classification: Regular, Part-time or Full-time, Non-Exempt
Salary Range: \$30,000-35,000 p.a. based on 100% FTE

Description: The Intensive Outpatient Program located in Daly City, is a component of AARS, Inc., an innovative substance abuse prevention, treatment, and research agency serving the San Francisco Bay Area. The Intensive Outpatient Program primarily targets Asians and Pacific Islanders in the San Mateo County area. The outpatient programs provide individual counseling, group sessions, and case management to assist clients with a variety of emotional and behavioral changes related to the recovery process. Incumbent is responsible for delivering a variety of services for the clients in the outpatient program.

Responsibilities: (other duties may be assigned)

- Provide individual and group counseling to clients and family members (as needed);
- Conduct educational/process group sessions;
- Work with clients to develop individualized service/treatment plans with measurable goals including substance abuse treatment, housing, relapse prevention, vocational referrals, and mental health assessments;
- Assist in the intake, assessment, and follow-up to ensure clients' adherence to treatment plan;
- Maintain confidential client records and prepare client progress reports;
- Plan and implement drug-free recreational activities for clients and their families;
- Participate in case conferences and treatment team reviews of client progress;
- Attend in-service trainings, community forums and education sessions;
- Provide general administrative office support, as needed; (i.e. program reports);
- Provide client monitoring and case management;
- Assist in community outreach and referrals, and client follow-ups;
- Establish community relations and linkages with other service providers.

Qualifications:

- Preferably bachelor's degree in health and human services, social work, psychology and other related fields or equivalent experience;
- Two years experience, education, or training in community health services and management with diverse client populations, specifically, but not limited to, the Asian / Pacific Islander community;
- Ability to work flexible hours and travel as needed (especially some evening/weekend hours);

- Basic understanding of the dynamics of drug use/ substance abuse as well as legal and social issues related to the recovery process;
- Familiarity with group dynamics, cross-cultural issues, and issues affecting the API communities;
- Bilingual/bi-cultural in Tagalog/other Filipino dialects a plus;
- Computer skills;
- Valid CA driver's license and willingness to travel as necessary.

Application Deadline: Position will remain open until filled. Send resume and letter of interest to:

AARS Inc.
Joe Laping, Program Director of Adult Services
6181 Mission Street
Daly City, CA 94014

Fax (415) 337-0411

Email: jlaping@aars-inc.org

Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.

AARS Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.