



Residential Counselor – Women Addiction Recovery Program

Epiphany Center, a non-profit in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

POSITION OVERVIEW

The Addiction Recovery Residential Counselor for a women's recovery program is responsible for the implementation of the residential program routine and guidelines and for the daily supervision of residents and their children.

REQUIRED EDUCATION, CREDENTIALS & LICENSURE

- Drug and Alcohol Counselor Certification or Registration.
- Valid California Driver's License and good driving record.

QUALIFICATIONS

- Must demonstrate personal qualities of maturity, responsibility, good judgment, appropriate professional boundaries, and understanding of trauma informed care.
- Must possess or be able to obtain and maintain current CPR and First Aid certificates.

RESPONSIBILITIES

- Supervises residents and their children in the residence and ensures rules and guidelines are followed on planned house activities.
- Implements all relevant areas of the client treatment plan as assigned.
- Maintains communication with staff through documentation as assigned.
- Completes all records and reports as assigned.
- Oversees and supervises residents in performance of household chores, ensuring that the house environment is clean and safe.
- Monitors the safety of children residing in the house and reports any concern of child abuse/neglect to the Program Coordinator and/or Hotline.
- Supervises the residents in meal planning, shopping and meal preparation.
- Monitors all visitors to the residence and completes appropriate documentation.
- Makes regular security checks of entire facility and grounds.
- Participates in weekly staff meetings and in-service trainings.
- Required to drive clients in agency vehicles for recreational, educational, medical, cultural, and spiritual outings.
- Ability to read and interpret written information such as safety rules, policy and procedure manuals.
- Communicates effectively with coworkers, clients and personnel associated with outside agencies.
- Maintains client confidentiality in all circumstances as required by professional ethics and legal requirements.

Benefits

Epiphany Center provides a competitive salary, excellent benefits package for regular full and part time employees including employee health, dental, vision, 100% employer-paid life insurance, commuter benefits, 401K retirement plan, Aflac voluntary plans, Employee Assistance Program, paid vacation, paid holidays and sick leave.

APPLICATION PROCESS

To apply for this position, please submit your resume with a cover letter to HRJobs@TheEpiphanyCenter.org