



RESIDENTIAL COUNSELOR – Women Addiction Recovery Program

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.

Starting hourly wage is \$20.00.

Will only consider candidates in San Francisco Bay Area who meet our requirements.

REQUIREMENTS

- 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.

BENEFITS

For eligible employees package includes health, dental, vision, employer-paid life insurance, 401K retirement plan with employer-match, Aflac voluntary plans, Employee Assistance Program, paid holidays, paid vacation and sick leave.

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.

APPLICATION PROCESS

To apply for this position, please submit your resume with a cover letter.

The 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.

Epiphany Center is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, health status or national origin.