



## **DUI PROGRAM COUNSELOR**

Axis Community Health is a nonprofit community health center that has served the Pleasanton/Livermore/Dublin area since 1972. We provide medical care, mental health counseling, drug and alcohol recovery services, and WIC nutrition services for 14,000 Tri-Valley residents. We are eastern Alameda County's only provider of medical care for low income and uninsured residents.

This is a full time non-exempt position with hours of 1:00pm to 9:00pm. Position includes health/dental/vision insurance benefits after successful completion of the introductory period. Compensation is dependent upon qualifications.

For more information about Axis, visit us at: [www.axishealth.org](http://www.axishealth.org)

### **Qualifications:**

- 1) Current/Active Drug and Alcohol Counselor certification from one of the following agencies: The Breining Institute, The California Association of Addiction Recovery Resources, The California Association for Alcohol/Drug Educators, The California Association of Alcoholism and Drug Abuse Counselors, The California Association of Drinking Driver Treatment Programs, The Forensic Addictions Corrections Treatment, The Indian Alcoholism Commission of California, The American Academy of Health Care Providers, The Association of Christian Alcohol & Drug Counselors, or The California Certification Board of Chemical Dependency Counselors.
- 2) Experience in the provision and facilitation of drug and alcohol counseling services, including individual counseling, facilitation of process groups, and delivery of education pertaining to substance abuse and DUI in a classroom setting.
- 3) Ability to interact effectively and in a professional, supportive manner with persons of all backgrounds, and staff.
- 4) Excellent verbal and written skills, experience with teaching and public speaking preferred. Attention to detail required and ability to meet dead lines.
- 5) Computer skills to include Word and Excel, and ability to effectively learn and utilize DUI program data systems.
- 6) Minimum of two years sobriety, if recovering from chemical dependence.
- 7) Experience in DUI programs, group process, and presentation of education preferred.
- 8) Proven ability to work in a fast paced environment with strong work ethic and dependability.

### **Responsibilities:**

- 1) Ensure that all DUI services are performed in accordance with mandated state requirements and in full compliance with Axis's policies and standards in a manner that is responsive to the needs of the DUI clients.

- 2) Act as liaison with the courts, probation officers, and other state and county officials to ensure that services are well coordinated and that there is effective communication at all levels. Maintain a high level of knowledge of State DUI/Title 9 requirements.
- 3) Maintain complete, accurate, and legible client records, attendance records, program records, and other required documents according to established protocol and legal requirements of DUI, HIPPA, and AXIS protocols according to established time frames. This position requires extensive case management requiring writing letters to courts, clients, DMV, and reviewing files to maintain compliance with Title 9 requirements.
- 4) Answer phones and provide information as requested
- 5) Perform intake, mid-program and exit interviews according to established DUI program protocols, scheduling of groups and classes using database, and monitoring client payments.
- 6) Perform other duties as assigned.

A background check is part of our hiring process. Axis Community Health is An Equal Opportunity Employer. E-mail your resume to [sfoster@axishealth.org](mailto:sfoster@axishealth.org). Include "DUI Program Counselor" in the subject line. Please provide a cover letter indicating why you are well suited for this position, and include salary history.