



EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for more than 45 years, and if you're passionate about creating change within our community, we'd like to meet you.

Recovery Services Counselor III (Bilingual Spanish, Full-time, Non-exempt)

Unit: Recovery Services Unit
Posting Date: 2/13/2024

Reports To: Recovery Services Manager
Salary: \$66,560- 83,200 DOE plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Recovery Services Manager and the Director of Children & Family Services, the Recovery Services Counselor III facilitates the provision of substance use disorder treatment services by providing assessment, counseling, treatment planning, crisis intervention, and case coordination services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position working 40 hours per week, **Tuesday through Saturday**. Typical schedule is 9:00 AM – 6:00 PM but evening hours required for Tuesdays and Thursdays (12- 9:00 PM).

Duties/ Responsibilities:

- **Provide counseling and support services by:**
 - Conducting phone and face-to-face screening.
 - Conducting individual, group, and family counseling.
 - Developing individualized treatment plans.
 - Providing care coordination services including assisting clients with Medi-Cal enrollment if needed.
 - Accurately and timely documenting case records, statistical and other administrative data in accordance with all agency requirements.
 - Assisting intake and assessments of clients.
 - Providing linguistically and culturally appropriate services to clients of diverse backgrounds.
 - Participating in ongoing individual and/or group supervision based on level of skill and professional development.
 - Providing a minimum of 65% direct clinical service hours using the most appropriate intervention modalities; when necessary, providing outreach and case management services and linking clients to community resources.
 - Providing language support if needed.
- **Attend relevant meetings, trainings, events and activities:**
 - Attending relevant contract meetings.
 - Attending individual and group supervision meetings.
 - Attending monthly and quarterly staff/agency meetings.
 - Attending professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Perform other related duties as assigned by the Recovery Services Manager.**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- MFT, MSW, or MA from accredited institution.
- Current registration with CA BBS, licensed or license eligible.
- Minimum two (2) years of supervised experience working in substance abuse and/or related field.
- Demonstrable working knowledge of the use and operation of personal computers.
- Experience in Drug Medi- Cal Organized Delivery System contract services including ASAM Assessment, Motivational Interviewing, and/ or Cognitive- Behavioral Therapy.
- **Bilingual capacity (Spanish/ English).**
- Ability to organize and prepare documentation in an accurate and timely manner using the EHR systems.
- Strong commitment to working with a multicultural community.
- Strong organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- Proof of passing a TB test and Live Scan fingerprinting clearance.
- Proof of full COVID-19 Vaccination.
- Proof of eligibility to work in the United States.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Physical requirements: Able to sit for long periods of time, able to see to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; and dexterity of hands and fingers to operate office equipment.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)