



## 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 50 years, and if you're passionate about creating change within our community, we'd like to meet you.

### SUD Counselor II - (Full-time, Non-exempt)

**Unit:** Recovery Services

**Reports To:** Recovery Services Manager

**Position Available:** 1

**Updated:** 12/02/2025

**Salary:** \$28.00 - \$33.00 hourly DOE, plus BENEFITS

**Summary:** The SUD Counselor II facilitates provision of Substance Use Disorder treatment services by providing assessments, counseling, treatment planning, crisis intervention, and care coordination of services. The SUD Counselor II is a direct service position and works under the direction of the Recovery Services Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals. This role requires being full-time in the office.

Required schedule for this position is **Monday to Friday:**

- Monday, Wednesday & Friday: 9:00 a.m. – 6:00 p.m.
- Tuesday & Thursday: 12:00 p.m. – 9:00 p.m.

Some weekends may be required with advanced notice.

### **Duties/ Responsibilities:**

- **Provide counseling and support services by:**
  - Conducting intake and assessments of clients;
  - Developing individualized treatment plan;
  - Conducting individual and group counseling;
  - Conducting toxicology screenings including Recovery Incentive Program/Contingency Management service;
  - Provide care coordination services;
  - Accurately and timely documenting case records, statistical and other administrative data in accordance with all agency requirements;
  - 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 engagement and outreach;
  - Providing unit support by conducting screenings and language support.
- **Attend relevant meetings and trainings:**
  - Attend relevant contract meetings;
  - Attend individual and group supervision meetings;
  - Attend monthly and quarterly staff/agency meetings; and
  - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Other duties as assigned by your supervisor.**



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

- Current certification for substance abuse counseling (CCAPP, CADTP, or CAADE);
- Minimum five years of supervised experience working in substance abuse and field;
- Experience in providing Drug Medi-Cal contract services including ASAM assessments, Motivational Interviewing, and Cognitive-Behavioral Therapy;
- Demonstrable working knowledge of the use and operation of personal computers;
- Ability to organize and prepare documentation in a timely manner using the EHR systems;
- Strong interpersonal, organizational, written and communication skills;
- Strong commitment to working with a multicultural community;
- 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.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance; and
- Proof of eligibility to work in the United States.
- Ability to Work 100% in-person requiring daily attendance at the office or designated work location and the ability to mobilize for outreach purposes as needed.
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 40 lbs.

**Desired Qualifications:**

- Bilingual capacity (Spanish/English or Korean/English)
- Experience in Recovery Incentive Program/Contingency Management service.
- Certification in CPR and First-Aid training.

**NOTE:** The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

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

**SUBMIT AN APPLICATION**