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.

Counselor III (Bilingual) - (Full-time, Non-exempt)

Unit: Recovery Services
Reports To: Recovery Services Manager
Position Available: 1
Updated: 08/10/2026
Salary: $32.00 - $40.00 hourly DOE, plus BENEFITS

Summary: The Counselor III facilitates provision of Substance Use Disorder treatment services by providing assessments, counseling, treatment planning, crisis intervention, and care coordination of services. The Counselor III 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 - Friday:**

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

Duties/ Responsibilities:

A. Provide office-based and/or field-based SUD treatment services by:

- Conducting intake and assessments of clients;
- Conducting individual, group, and family counseling;
- Developing individualized treatment plan
- Support medical necessity justification determination and authorization requests;
- Providing 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;
- Meeting productivity rates set by the agency; when necessary, providing outreach and navigation service to community partners;
- Providing language support if needed.

B. 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.

C. Other duties as assigned by your supervisor.

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 years supervised experience working in substance abuse and/or related field.
- **Bilingual capacity (Korean/English or Spanish/English).**
- 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 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.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- Certification in CPR and First Aid training.
- Proof of eligibility to work in the United States.
- 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. Able to lift up to 20 pounds.

Desired Qualifications:

- Experience in providing Drug Medi-Cal Organized Delivery System contract services including ASAM Assessment, Motivational Interviewing, Cognitive-Behavioral Therapy.

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

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

SUBMIT AN APPLICATION