



Improving health. Igniting hope.

Job Description – ARRIVE Counselor

Non Exempt

Job Requirements include:

- Ability to work within the context of a team and take direction;
- Self-starter, good communication (written/verbal) and interpersonal skills a must;
- Knowledge of substance use, harm reduction and HIV information and issues;
- Prior counseling and case management skill a plus.

Job Responsibilities include:

- Provide one to one HIV/AIDS, HIV risk reduction, STD risk reduction and substance use harm reduction assessment/counseling.
- Furnish referrals for needed services such as drug treatment, housing, primary care, entitlements, etc.;
- Maintain and monitor all documentation of charts for assigned caseload;
- On a weekly basis, submit information to Director of Health Services for **each** service rendered to clients;
- Provide data and demographics of client services to Director of Health Services;
- Stay current on HIV/AIDS information, entitlement policies and procedures, and traditional/alternative treatments
- Facilitate Support Groups;
- Assist in recruitment and registration as required;
- Assist in other related duties and assignments as required.

Reports To: Director of Health Services

Qualifications: - Proof of High School graduate or GED;
- **CASAC or CASAC-t**
- 2 years human service experience;
- Knowledge of computers; Database experience

Salary range: High 30's

Resumes: Submit resume and cover letter to:
Wendy Jenerette, Sr Director of Human Resources
Jenerette@exponents.org