

ALCOHOL AND DRUG SPECIALIST – HOUSING STABILIZATION SERVICES

Location: Douglas County, Oregon

Salary: \$18.10 - \$27.10 Hourly

Position Open Until Filled

Full Time Position / Position works 40 hours per week. UCAN provides an excellent employee benefit package which can be found here: https://www.ucancap.org/index.php/download_file/view/2729/198

UCAN offers a wide array of services to help residents of Josephine and Douglas County obtain housing and remain stably housed. The services provided include: Help with selection of housing, move-in arrangements, rental assistance, move-in cost assistance, deposit assistance and education on how to be a good tenant.

TRAINED Alcohol and Drug Specialists assist in ensuring that each family living in UCAN's alcohol and drug free facilities continues a clean, sober and healthy lifestyle.

UCAN works closely with local landlords and affordable housing providers. We offer a rent guarantee program to landlords, increasing their willingness to lease to residents who may have barriers to renting, such as poor credit scores.

ESSENTIAL JOB DUTIES

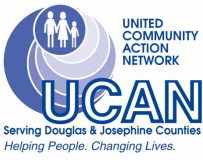
Under the direction of the Assistant Director of Housing, the Alcohol and Drug Specialist will:

- Interview and evaluate recovering persons and assess needs, choices and preferences.
- Develop an agreement with client; reviews and revises individualized service plan; develop both short-term and long-term goals.
- Coordinate and monitor progression of plan through contact with client, family and friends, service providers and therapists.
- Provide counseling and guidance to individuals and groups; perform crisis intervention as necessary.
- Provide information to clients/families/significant others of available services.
- Serve as an advocate/liaison in assisting clients in obtaining necessary services from community resources and other professionals.
- Provide advocacy for clients in legal system including victim's assistance; provide protective services through referrals.
- Provide consultation and training to clients, professionals and community service agents; attend training sessions
- Work with and maintain confidential information, records and files. Capture and report statistical program data according to guidelines.
- Demonstrate ability in working with diverse populations while promoting cultural responsiveness and equity.
- Represent and promote the program to the community, advisory boards and public agencies; interpret policy and procedure to public. Serve as staff representative to various committees involved in recovery programs.
- Provide follow-up services and a supportive network to encourage family stabilization and self-reliance.
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

- Bachelor's degree in psychology, social services, behavioral science OR related field with major coursework in behavioral science plus one year related experience OR a satisfactory equivalent combination of education, experience and training. At time of appointment, must have a licensure as a Drug and Alcohol Counselor within the State of Oregon (CADC I or II). If in recovery, must have three years of documented continuous sobriety.
- At time of appointment, must possess valid Oregon driver's license. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.



ALCOHOL AND DRUG SPECIALIST – HOUSING STABILIZATION SERVICES

Location: Douglas County, Oregon

Salary: \$18.10 - \$27.10 Hourly

Position Open Until Filled

- This position requires skill in writing clear and concise correspondence, records, treatment plans, reports and statistical data: interviewing, counseling and listening techniques and principles.
 - This position requires bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking and hearing voice conversation. Requires continuous mental and visual attention.
 - Candidate will be required to establish and maintain records and have strong written and verbal communication skills. This position requires running reports and statistical data in an independent work environment.
- ✓ **Background Investigation:** The finalist for this position is required to pass a criminal history background as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

SUBMIT COMPLETED APPLICATION TO: ucan.employment@ucan.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucan.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

ucanhr@ucan.org