



# GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

## POSITION DESCRIPTION

**POSITION TITLE:** Mental Health Dual Diagnosis Consumer Counselor

**STATUS:** Non-Exempt

**DEPARTMENT:** Workforce Development

### 1. CHARACTERISTICS OF THE JOB:

Work with Mental Health Clients/Consumers in the development of classes and functions related to Co-occurring Disorders (CoD), self-empowerment, and personal development in recovery. Develop models for Consumer-Operated curriculum and philosophy for CoD Recovery.

### 2. PROVIDES SUPERVISION TO:

Volunteers that lead CoD Groups.

### 3. RESPONSIBILITIES - ESSENTIAL FUNCTIONS:

- Work with the Interlink Manager and Assistant Manager to develop and implement short and long range goals for the program.
- Design, develop, and restructure new and existing classes and groups as appropriate to the needs of the Center and its Members in regards to recovery for CoD.
- Identify, develop, and train new Facilitators for groups specific for Recovery and CoD, specifically Recovery from Substance Abuse and Mental and Emotional Problems.
- Provide one-to-one support for clients struggling with CoD.
- Assist the Manager with identifying the training needs of the Staff, and researching training opportunities and facilitators related to Recovery from Substance Abuse and Mental and Emotional Problems.

### ANCILLARY FUNCTIONS:

- Help maintain a safe environment for the Members of Interlink.
- Keep the Interlink Manager advised of the status of essential functions of the position.
- Other duties as assigned by the Supervisor.

4. **QUALIFICATIONS:**

- Certificate or Training in classes related to Drug or Alcohol Abuse, Recovery, Empowerment, or Self-Help Principles and Philosophy.
- Experience in facilitation of CoD classes or groups.
- Experience in working with Consumers/Clients of Mental Health Services.
- Personal experience with significant Mental Health issues, Mental Health Treatment, either public or private, and Substance Abuse.
- Willingness and ability to make progress with the personal challenges that arise serving consumers with significant emotional and/or material needs.
- Possess basic computer skills, including familiarity with word processing.
- Excellent oral and written communication skills.
- Access to your own transportation.
- A valid California Drivers License, a clean DMV Report, and California Auto Insurance.

5. **WORK ENVIRONMENT:**

You will be in a clean office with carpet, overhead lighting, temperate climate, and a moderate to high noise level with frequent interruptions.

6. **PHYSICAL REQUIREMENTS:**

You will be sitting, standing, and walking intermittently throughout the shift. You will experience fine finger movements with continual computer use, and occasional gross manual dexterity. Vehicle travel, and good communications skills are required.

7. **IMMEDIATE SUPERVISOR:**

Interlink Manager.

8. **APPROVAL:**

\_\_\_\_\_  
VICE PRESIDENT OF WORKFORCE DEVELOPMENT

\_\_\_\_\_  
Date

9. **ACKNOWLEDGMENT:**

I have read and received a copy of this position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name