



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

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

Unit: Recovery Services

Reports To: Recovery Services Manager

Posting Date: 03/26/2025

Open Positions: 2

Salary Range: \$24.00- 40.00 hourly

Registered: \$24 - \$27 per hour DOE, plus BENEFITS

Certified: \$27 - \$32 per hour DOE, plus BENEFITS

LPHA: \$32 - \$40 per hour DOE, plus BENEFITS

Summary: The SUD Counselor facilitates provision of substance use disorder treatment services to youth by providing assessment, counseling, treatment planning, crisis intervention, and care coordination services. This position is a direct service position and is under the supervision of the Recovery Services Manager and the Director of Community Health who provide unit and administrative oversight and support. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year, including revenue generation goals.

Required schedule for this position is **Tuesday to Saturday:**

- Tuesday & Thursday: 12:00 PM – 9:00 PM
- Wednesday & Friday: 9:00 AM – 6:00 PM
- Saturday: 8:00 AM – 4:30 PM

Duties/ Responsibilities:

- **Provide counseling and support services by:**
 - Conducting phone and face-to-face screening;
 - Conducting individual, group, and family counseling;
 - Developing individualized treatment plan
 - Providing care coordination services including assisting clients enroll in Medi-Cal if needed;
 - Accurately and timely documenting case records, statistical and other administrative data in accordance with all agency requirements;
 - Conduct intake and assessments of clients;
 - 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 a minimum of 65% direct clinical services hours using the most appropriate intervention modalities; when necessary, providing outreach and case management services and linking clients to community resources;
 - Providing language support if needed.
- **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.**

SUD Counselor

KYCC is an E-Verify Employer.

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

- Current registration, certification, or licensure with BBS or Drug and Alcohol Counseling (CCAPP, CADTP, CAADDE);
 - Registered: \$24 - \$27 per hour DOE
 - Certified: \$27 - \$32 per hour DOE
 - Licensed Practitioners of the Healing Arts (LPHA): \$32 - \$40 per hour DOE
- Minimum two years supervised experience working in substance abuse and/or related field;
- Minimum one year supervised experience working with youth (12+ years old);
- **Bilingual capacity (Spanish/English);**
- Demonstrable working knowledge of the use and operation of personal computers;
- Experience in providing Drug Medi-Cal Organized Delivery System contract services including ASAM Assessment, Motivational Interviewing, Cognitive-Behavioral Therapy;
- 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;
- Proof of passing a TB test (if completed within a year);
- 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; and
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking 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.

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](#)