



## Counselor/Internships Available!

Progress House Inc. is a leader in providing Substance Use Disorder treatment to people in need in El Dorado County (West Slope) since 1973.

Residential Counselors/Interns are responsible for providing direct client care in compliance with the mission of Progress House Inc. The Residential Counselor/Intern is responsible for managing all aspects of treatment including intake, assessment, treatment planning, and discharge planning.

### Responsibilities and Duties With Training:

- ◇ Conducting client admissions including orientation, intake assessment, drug screen, medication management protocols and recurring assessments, secure search/storage of personal property.
- ◇ Proficient documentation in Progress House client files (both electronic and paper)
- ◇ Facilitating groups, program activities, and maintaining client schedules
- ◇ Communicating thoroughly and accurately verbally and via shift notes to ensure continuity of high quality of care
- ◇ Crisis Intervention
- ◇ Conducting client discharge, returning client personal items, following medication procedures, coordinating client transportation and continuity of care with next level of care environment and/or facility
- ◇ Follows all policies and procedures with regard to client information protection, including (42 CFR Part II) and HIPAA(45 CFR)

### Qualifications:

- ◇ Completion of Progress House Training Protocol
- ◇ Minimum High School Graduate or GED
- ◇ Current certification (or Registration) as Substance Use Disorder Counselor in California
- ◇ Current First Aid/CPR Certification & TB Test
- ◇ Pass Drug Test and DOJ Clearance

### What we Offer:

- ◇ 100% employer sponsored Medical/Dental/Vision
- ◇ Generous vacation time, paid sick leave, and paid holidays policies
- ◇ An opportunity to work with an outstanding team in Substance Use Disorder treatment

Please email resume and cover letter to [hr@progresshouseinc.org](mailto:hr@progresshouseinc.org)

Corporate • P.O. Box 1666 • Placerville, CA 95667 • Phone: (530) 626-9240 • Fax: (530) 626-8992