



JOB DESCRIPTION

TITLE: EARLY INTERVENTION COUNSELOR

REPORTS TO: SENIOR PEER SERVICES COORDINATOR & PREVENTION/SCHOOL SERVICES MANAGER

CLASSIFICATION: NON-EXEMPT, PART TIME

SUMMARY: The Early Intervention Counselor is responsible for providing early intervention services to youth ages 12-21 in Philadelphia. The Early Intervention Counselor will provide young people at high risk of addiction with protective factors which will help them to make positive decisions concerning substance use.

The Early Intervention Counselor provides substance abuse prevention education to parents, youth, community members and other professionals through various avenues including media messaging, social media, group facilitation, printed and electronic information dissemination, presentations and trainings.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Current Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required. Yearly clearances are maintained with no violations.
- Bachelor's degree in related field or equivalent experience, Master's degree preferred.
- Experience working with youth involved with substance abuse; commitment to obtaining ATOD background information relevant to project.
- Experience with and/or sensitivity to culturally diverse populations.
- Current valid Pennsylvania driver's license, insurance and regular access to a motor vehicle.
- Position is based in Philadelphia with the expectation that employee will work at locations in the community as needed, using private vehicle.
- Nights and weekends are required

ESSENTIAL DUTIES:

- Conduct self in an ethical manner by adhering to the PCACB codes of ethics, standards of practice, and Council policy and procedures.
- Maintain valid driver's license and safe driving record.
- Work independently and collaborate with community and organizational representatives.

DAILY JOB RESPONSIBILITIES:

- Provide consultation, ongoing technical assistance and/or education to targeted groups, assistance in the development and implementation of specific projects, and advocate to enhance awareness of issues and support for environmental change in youth substance abuse.
- Assessment services to youth and families:
 - To meet with youth and families individually;
 - To refer youth and families to appropriate community agencies and services;
 - To conduct follow-up meetings with youth and families
- Implement and facilitate prevention education and family strengthening programs within the schools and community providing early intervention services.
- To complete and submit on a timely basis required documentation, as directed by the personnel procedures of The Council and mandated by funders.
- Outreach to the community market the program and increase awareness to prevent and reduce ATOD use and abuse.
- Represent The Council, its programs and initiatives to the public and media when appropriate and relevant to subject matter.
- Maintain current knowledge of relevant alcohol, tobacco and other drug substance abuse and an understanding of recovery issues and peer to peer support.
- Maintain flexibility in job tasks; ability to work both independently and as part of a team, displaying good sense of boundaries.
- Other duties as assigned by Supervisor, Prevention & School Services Manager or Executive Director.

COMPENSATION: Commensurate with experience and other qualifications.

REVISED: April 2017