

Please Post

**JOB ANNOUNCEMENT**  
**IN HOUSE**

Please Post

**TITLE: Counselor - 1 Full-Time Position**

**PROGRAM: San Francisco Programs**

**SALARY: \$2800.00/month plus excellent benefits**

**PRIMARY RESPONSIBILITIES:**

Under the supervision of the Program Director or the Assistant Director, Counselors provide support and assistance to clients of this adult psychiatric transitional residential treatment program. Generally, Counselors advocate for and respond to clients' treatment and rehabilitation needs. Specific functions are outlined in the job description.

Duties include: performance of intake interviews; group, individual, and family counseling; treatment plan development and implementation; coordination of activities; discharge planning; and developing and maintaining contact with clients' therapists and related treatment programs. In addition, the counselor is required to maintain clinical records and to perform minor household repair and cleaning tasks. Candidates must be willing to work a flexible schedule, including some weekend and overnight shifts.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in a mental health related field. Experience may be substituted for the degree requirement, depending on nature and length of experience. Specific experience in residential treatment and/or knowledge of social rehabilitation is preferred. Experience in a community mental health program is preferred. Experience with and sensitivity to minority cultures preferred. Must be able to communicate effectively both orally and in writing. Must demonstrate an acceptable level of maturity, good judgment and emotional stability. Must be able to negotiate several flights of stairs during each work shift.

Upon receipt of a job offer and before commencement of employment, must submit to a fingerprint check and health screening exam in order to obtain clearance from the State Dept. of Social Services, Community Care Licensing. Valid California driver's license and insurability under the agency's auto insurance policies are preferred. **Employment is contingent upon meeting the above minimum qualifications.**

**SEND RESUME AND COVER LETTER REFERENCING THIS JOB BY \_\_\_\_ TO:**

**Human Resources Manager/Clay  
368 Fell Street, San Francisco, CA 94102  
kscripps@progressfoundation.org  
Fax: 415-861-0257**

**Visit our website at [www.progressfoundation.org](http://www.progressfoundation.org)**

**Date posted: \_\_\_\_\_ Initials: \_\_\_\_\_**