



P.O. Box 5701  
Santa Fe, NM 87502  
505.474.5536  
505.474.5826 fax

24-Hour Crisis Hotline  
505.473.5200  
1.800.473.5220

## Esperanza Shelter for Battered Families, Inc.

**Job Title:** Substance Abuse Counselor  
**Program:** Residential Shelter in Santa Fe, NM  
**Reports to:** Residential Services Coordinator  
**Hours:** 40 hours per week, variable. For at least one year starting ASAP  
**Pay Range:** \$17-\$19 per hour, medical/dental benefits available; paid leave; employer-sponsored retirement plan.

**DESCRIPTION:** The Substance Abuse Counselor is responsible for providing therapeutic support and intervention of adult survivors of domestic violence who are dealing with substance abuse issues.

**REQUIREMENTS:** Master's Degree in counseling or social work. Current NM LADAC/LISW or LADAC/LPCC license to practice in field of expertise; bi-lingual preferred, minimum of 2 years experience in working with substance abuse issues and domestic violence survivors. Must obtain NCIC Clearance. Ability to adhere to strict standards of confidentiality.

### **RESPONSIBILITIES AND DUTIES:**

1. Provides clinical counseling services to individuals dealing with substance abuse issues, mental health and domestic violence.
2. Provides Crisis emergency / intervention services to adult survivors of domestic violence.
3. Conducts interviews for intake, assessment, and recommends interventions.
4. Develops plans for service, treatment, and termination on a short/long term basis.
5. Prepares clinical paperwork for the adult's case record including; assessments, contact notes, plans and goals, termination reports, and other paperwork, as required.
6. Builds relationships and makes appropriate referrals to local sobering center, in-patient and outpatient drug and alcohol treatment programs.
7. Builds relationships and makes appropriate referrals to partner community mental health programs.
8. Facilitates residential and non-residential sobriety support groups.
9. Attends staff meetings and other professional meetings at the agency.
10. Maintains confidentiality and keep confidential records consistent with state and federal requirements and agency policies.
11. Confers about cases in clinical supervision as provided by agency.
12. Serves as an advocate for adults and Esperanza when coordinating with community service providers and other professionals.
13. Adheres to the clinical standards of professional conduct and Code of Ethics.
14. Ability to understand and complete reporting requirements for data compliance pertaining to billing and data collection systems.

If interested, please submit resume, cover letter and three professional references to: [adminasst@esperanzashelter.org](mailto:adminasst@esperanzashelter.org)  
Executive Director, PO Box 5701, Santa Fe, NM 87502 (open until filled).