

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Treatment Specialist
DIVISION/OFFICE: Community Health Division, Comprehensive Treatment Center
BULLETIN No: 3122022
SALARY RANGE: \$50,000-\$60,000 (Commensurate with experience)
OPENING DATE: January 20, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: RM-15-HCA-STATS-000-BY04-CPS

MAJOR DUTIES:

Facilitate psycho-educational and individualized group therapy. Develop curricula for targeted population of opiates, alcohol, tobacco, and/or other drugs. Make and follow up on referrals to supportive services. Provide case management, client advocacy, prevention, and education. Develop service plans. Maintain all relevant documentation.

BRIEF DESCRIPTION:

Develop group therapy curriculums and facilitate specialized group therapy. Perform educational group sessions to assist in overcoming dependencies, adjusting to life, and becoming self-sufficient. Complete and maintain accurate records and reports regarding the clients' histories and progress, services provided, and other required information. Intervene as advocate for clients in order to resolve emergency problems in crisis situations. Provide clients with resources on addiction and available services and programs, making appropriate referrals as requested by Clinical Care Coordinators. Plan and implement follow-up and aftercare programs for clients to be discharged from treatment programs. Refer client or family to community resources. Follow through to ensure utilization of services and efficacy. Collaborate with external service providers to enhance service coordination and advocate on clients' behalf, as appropriate. Link clients to resources that promote stability, including, but not limited to, benefits counseling and advocacy, mental health and substance abuse services, child care, employment assistance, and community engagement opportunities. Participate in contract compliance activities, including chart audits to ensure compliance with contract obligations.

MINIMUM QUALIFICATIONS:

Bachelor's degree in behavioral health field or 5 years of experience in the field of behavioral health. Certified as an Addiction Counselor I or II (CAC I or II). Ability to effectively use Microsoft Office programs. Possess effective organizational and communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Certifications as a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LICSW) or Licensed Marriage Family Therapist (LMFT). Experience with client management software.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This is a Safety Sensitive position.

This position IS in the collective bargaining unit of the CWA Union.

Special Notice to all Applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees

**To apply for this position,
please submit your cover letter and resume online. [Apply Here](#)**

ALL VISITORS TO UPO FACILITIES:

- 1. Must Wear a Mask While on UPO Premises;**
- 2. Must Practice Social Distancing; and,**
- 3. Will Be Subject to Temperature Scanning Upon Entering**