



## CLIENT ADVOCATE

### Job Summary

The Client Advocate provides direct care to clients to ensure compliance with rules and regulations of program protocol. An advocate assists Counselors with providing structure and supervision in therapeutic environments.

### Responsibilities

General duties include, though are not limited to:

- Comply with Federal Regulations, 42 CFR part 2 pertaining to client Confidentiality
- Documentation as warranted in charts and communication log
- Complete and distribute necessary admission/discharge documentation
- Engage with clients in living environments
- Distribute medications to clients as needed
- Administer AOD screenings, documenting results
- Perform room/house checks as indicated
- Facilitate psycho-educational groups as needed
- Assist with community activities
- Monitor and assist clients with daily activities
- Provide transportation as necessary
- Other duties as assigned

### Minimum Qualifications

Education and Training: Bachelor's Degree in social work, psychology, counseling, or related field is preferred, but not required.

Experience: A minimum of one (1) year experience in counseling or related field is preferred, preferably one of which is in drug/alcohol counseling. Experience working in residential/transitional living environment preferred. Bilingual (Spanish) preferred.

Knowledge and Abilities: Knowledge related to basic counseling techniques and familiarity of addiction/alcoholism and issues associated. Possess the ability to communicate clearly and effectively with clients, supervisors, and co-workers. Knowledge of and ability to effectively use computers. Ability to act independently with good judgment. Valid driver's license is required.