



**Counselor, State Opioid Project
April 2019**

About AccessMatters

AccessMatters, a non-profit, public health organization located in Center City Philadelphia, envisions a future where every person has the health care and information they need to thrive. In service to that vision, AccessMatters' mission is to protect, expand, and enhance equitable access to sexual and reproductive health care and information for all people. Our team strives to advance our mission in accordance with these guiding principles: (1) Sexual health is an essential component of health and wellbeing across the life span. (2) Access to quality, affordable health care – including sexual and reproductive health care – is a fundamental human right. (3) Every person, family, and community deserves to be treated with dignity and respect. (4) Programs and services should be evidence-based, prevention-focused, and person-centered. (5) Organizational excellence is best achieved through a culture of inclusion, diversity, innovation, professionalism, and accountability. (6) Clients, volunteers, staff, partners, and supporters should be treated with kindness, dignity, and respect in a trauma-informed and culturally responsible environment. (7) Everyone deserves a caring workplace environment that fosters trust, teamwork, creativity, and work-life balance where work is enjoyable and staff are supported in their professional development and their pursuit of excellence.

Job Summary

Reporting to the Program Manager, State Opioid Project, the Counselor will provide sexual and reproductive health (SRH) counseling in individual and group sessions on-site at substance use treatment facilities and programs for the State Opioid Project, AccessMatters' pilot, which aims to increase access to family planning care for women with Opioid Use Disorder. The Counselor will support the achievement of the pilot goals, which include providing evidence-based and unbiased counseling services; documenting participation, surveys, and referrals for reporting and evaluation purposes; and helping to maintain strong partnerships with behavioral health facilities. This position will be a member of the larger AccessMatters Health Access and Service Delivery department and is expected to participate in all departmental meetings and activities as needed. This position is part-time and non-exempt, scheduled to work 21 hours per week (60% FTE), and eligible for applicable benefits, provided 21 or more hours are worked per week.

Essential Functions

The Counselor, State Opioid Project, will:

- Design, schedule, implement, and facilitate educational programs on sexual and reproductive health topics for women participating in substance use treatment programs.



- Provide one-on-one and group counseling, information services, consultation, and referrals in sexual and reproductive health on a weekly basis, on-site at substance use treatment locations.
- Provide needed referrals, including to Title X partners, as necessary.
- Maintain accurate records including weekly logs, sign-in sheets or other documentation of participation, and tracking referrals.
- Administer surveys and submit data and reports to Research and Evaluation team in a timely manner to track progress, address concerns, and ensure that program objectives are met.
- Collaborate with staff in behavioral health facilities to meet standards for submitting group notes.
- Collaborate with Program Manager to help maintain strong relationships and communication with potential and existing behavioral health partners.
- Engage in ongoing communication about program progress, including successes and challenges with supervisor.
- Consistently exercise discretion and sound judgment to analyze, interpret, and act, evaluating possible courses of conduct and making decisions for the best outcomes for the client, team and the organization.
- Maintain high ethical standards and conduct regarding confidentiality, integrity, dual relationships, and professional behavior overall, representing AccessMatters effectively and positively to all internal and external constituents.
- Create and maintain an inclusive and equitable work and service environment that is respectful of all, embraces diversity and equity, and includes diverse perspectives and talents in problem solving.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience counseling individuals who are managing behavioral health disorders, including substance use and mental health disorders.
- Experience providing counseling services in substance use treatment facilities or other behavioral health centers.
- Familiarity with recovery processes, including pharmacotherapy in the treatment of opioid use disorders.
- Knowledge of and ability to counsel people using motivational interviewing techniques.
- Ability to counsel people in an unbiased, effective, culturally responsible, and non-judgmental manner.
- Ability to travel to each behavioral health partner organization to deliver individual and group counseling sessions, including in neighboring counties.
- Superior written and verbal communication skills, coupled with highly developed interpersonal skills and demonstrated ability to facilitate meetings.
- Ability to perform tasks with a high level of confidentiality, discretion, and integrity.
- High degree of customer service skills and philosophy to include professionalism, responsiveness, and follow-through to delivery high quality services to internal and external clients.



- Demonstrated ability and desire to work within a multi-cultural and multi-disciplinary team environment, serving diverse populations and institutions across a broad spectrum of community and clinical providers within the fields of sexual and reproductive health and maternal and child health.
- Knowledge and experience working with diverse communities and colleagues with demonstrated cultural humility and responsibility.
- Demonstrated organizational skills and ability to manage multiple tasks and details accurately and on deadline.
- Flexible and open to changing priorities and managing multiple tasks effectively within a compressed timeframe.
- Excellent assessment, problem-solving, and negotiation skills.
- Strong ability to use technology and computer applications effectively such as Microsoft Office Applications.
- Ability to work outside normal business hours, as needed (e.g., scheduled nights and weekends).

EDUCATION AND EXPERIENCE

- Required: Bachelor's Degree in Counseling, Health Education, Public Health or related field required; MA/MS in Counseling or related field preferred. Relevant industry specific experience may be considered in lieu of degree where possible.
- Three (3) or more years providing counseling to relevant populations preferred.
- Familiarity with Title X and family planning services, and interest in and experience with sexual and reproductive health and/or conducting contraceptive counseling preferred.
- Must be eligible for all city and state mandatory clearances, e.g. criminal and child abuse clearances.

HOW TO APPLY: E-mail cover letter and resume to Recruiting@accessmatters.org – **submissions must include the job title in the Email Subject line, and applications will be reviewed on a rolling basis with priority to those received by May 8, 2019.** Address cover letter to Elaine Petrossian, Vice President, Human Resources & Operations. **No calls, please.** Please include salary requirement and potential start date. **ACCESSMATTERS IS AN EQUAL OPPORTUNITY EMPLOYER.**