



Job Description: Lead Substance Abuse Counselor

Position Title: HOPWA Lead Substance Abuse Counselor

Program: Housing Opportunities for Persons With AIDS (HOPWA) – Supportive Services

Reports To: Director of Behavioral Health Services / HOPWA Project Director

Supervises: Substance Abuse Counselors, Peer Recovery Staff (as applicable)

Employment Status: Full-Time, Exempt

Location: Atlanta, Georgia (Office)

Position Summary

The **HOPWA Lead Substance Abuse Counselor** provides clinical leadership and direct substance use treatment services to individuals and families living with HIV/AIDS who are enrolled in HOPWA housing programs. This position addresses substance use disorders as a critical factor impacting housing stability, health outcomes, and overall wellness.

The Lead Counselor is responsible for delivering evidence-informed treatment, supervising counseling staff, ensuring regulatory and clinical compliance, and integrating substance use services into broader housing stabilization and healthcare efforts at Here's To Life, Inc.

Essential Duties and Responsibilities

Clinical Service Delivery

- Provide individual and group substance use counseling utilizing trauma-informed, harm reduction, and recovery-oriented approaches.
- Conduct comprehensive substance use assessments, screenings, and diagnoses consistent with licensure scope.
- Develop, implement, and monitor individualized treatment plans that support recovery, housing retention, and stability.
- Provide relapse prevention planning, crisis intervention, and recovery support services.

Clinical Leadership & Supervision

- Provide clinical supervision, coaching, and support to substance abuse counselors and peer recovery staff.
- Review clinical documentation for quality, compliance, and adherence to treatment standards.
- Support staff development through training, case consultations, and performance feedback.

Integration with Housing & Supportive Services

- Collaborate closely with housing managers, case managers, and mental health staff to address substance use barriers impacting tenancy stability.
- Participate in multidisciplinary case conferences and coordinated care planning.
- Support residents during housing or recovery-related crises that threaten stability.

Compliance, Documentation & Quality Assurance

- Ensure all clinical services comply with HOPWA supportive services guidelines, state licensing requirements, and agency policies.
- Maintain accurate, timely, and confidential clinical records and service notes.
- Monitor data entry into HMIS and behavioral health record systems.
- Assist with audits, monitoring visits, corrective action plans, and grant reporting.

Community Partnerships & Referrals

- Build and maintain relationships with detox facilities, residential treatment centers, outpatient providers, and recovery resources.
- Facilitate warm handoffs and referrals for clients requiring higher levels of care.
- Represent the agency in community coalitions and substance use prevention initiatives when assigned.

Required Qualifications & Qualities

Education & Licensure

- Master's degree in Social Work, Counseling, Psychology, or a related behavioral health field required.
- Current Georgia licensure or certification required (e.g., LCSW, LPC, LMFT, CADC, or equivalent; supervision credentials preferred or required based on role).

Experience

- Minimum of 4–5 years of experience providing substance use counseling or treatment services.
- At least 2 years of clinical supervision or team leadership experience preferred.
- Experience working with individuals living with HIV/AIDS, co-occurring disorders, trauma, or housing instability strongly preferred.

Knowledge & Skills

- Strong knowledge of substance use treatment modalities, harm reduction, relapse prevention, and co-occurring disorder treatment.



- Familiarity with HOPWA supportive services and HUD-funded programs preferred.
- Excellent clinical judgment, documentation, and organizational skills.
- Proficiency with electronic health records, HMIS, and Microsoft Office.

Personal & Professional Qualities

- Ethical, accountable, and mission-driven clinical leader.
- Trauma-informed, culturally responsive, and client-centered approach.
- Strong communication, leadership, and boundary-setting skills.
- Commitment to recovery, housing stability, and health equity.

Benefits

Here's To Life, Inc. offers a competitive and supportive benefits package, which may include:

- Health, dental, and vision insurance
- Paid time off, holidays, and sick leave
- Clinical supervision and licensure support (when applicable)
- Continuing education and professional development opportunities
- Supportive, mission-driven, and collaborative work environment

About Here's To Life, Inc.

Here's To Life, Inc. is an Atlanta-based nonprofit organization dedicated to improving the quality of life for individuals and families disproportionately impacted by HIV/AIDS, Hepatitis C, housing instability, justice involvement, and economic inequity. The organization provides integrated, trauma-informed services focused on **housing stability, healthcare access, behavioral health and substance use treatment, workforce development, reentry support, and holistic wellness.**

Grounded in dignity, empowerment, and community accountability, Here's To Life, Inc. partners with public agencies, healthcare systems, and community organizations to eliminate barriers to stability and opportunity. Through comprehensive housing and supportive services, the organization advances long-term recovery, housing retention, and health equity for Atlanta's most vulnerable communities.