

## **California State University Long Beach, Foundation Employment Opportunities**

WORKING TITLE:	Counselor/Interviewer
PAYROLL CLASSIFICATION:	Community Worker I
DEPARTMENT:	Center for Behavioral Research and Service (CBRS)
STATUS:	Full Time w/Benefits
POSTING DATE:	October 12, 2009
POSITION:	2147

### **ESSENTIAL JOB FUNCTIONS:**

The Counselor/Interviewer will provide assessment, interviews, data entry and will document counseling sessions and intervention activities for evaluation of the grant funded project; assist with evaluation data collection including baseline and follow-up interviews and data entry; perform analysis and presentations for internal evaluation purposes and assist with submitting required reports to the funding agency.

### **EDUCATION, SKILLS AND ABILITIES:**

Bachelor's degree in a social science (Psychology, Sociology, Public Health); master's degree preferred; previous experience performing counseling of diverse populations, including drug using gay-identified men who have sex with men, non-gay identified men who have sex with men and heterosexual drug using men and women; experience conducting drug use-risk reduction counseling and interviewing skills highly desirable; ability to maintain detailed accurate counseling notes on counseling sessions or have the ability to learn this skill; knowledge of data analysis including computer statistical packages; must be able to interact comfortably with various populations including gay/bisexual drug users and sex workers, as well as individuals in drug treatment; must be non-judgmental and comfortable asking questions about sexual behavior and illicit drug use; ability to maintain client confidentiality, follow complex research protocol, accept constructive feedback from supervisor and work as part of a team is required; must be organized/ professional in manner and appearance; ability to be productive and complete required work assignments with little supervision; must be bilingual English/Spanish and certified to provide rapid HIV testing along with pre-test and post-test HIV counseling sessions in both English and Spanish; ability to work evening and weekend hours if necessary, to be arranged with the supervisor.

Candidate must have a valid driver's license, own transportation and proof of vehicle insurance; may be required to travel to various locations by car to conduct baseline and follow-up interviews; may be required to attend grant-related meetings out-of-state.

Must be able to accept constructive criticism, prioritize work load, be professional and interact positively with others. Regular attendance required.

**SALARY:**

\$13.32-\$16.22/hr. (Non-Exempt)

**FILING DEADLINE:**

Open Until Filled

**APPLICANT PROCEDURE:**

Interested individuals should forward their cover letter, resume and completed employment application referencing Position #2147 to CSULB Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at [www.foundation.csulb.edu](http://www.foundation.csulb.edu) for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Associate Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Associate Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

**NOTICE:**

The California State University, Long Beach Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the Foundation rests solely with the Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.  
Submit with resume/application to Foundation HR.

**AFFIRMATIVE ACTION INFORMATION FORM**

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: \_\_\_\_\_

2. You may check any item applicable to you:

Disabled (Anyone having any physical or mental impairment, which substantially limit one or more major life activities)

Special Disabled Veteran (Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.)

Vietnam Era Veteran (Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases)

Other Protected Veteran (Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at [www.opm.gov/veterans/html/vgmedal2.htm](http://www.opm.gov/veterans/html/vgmedal2.htm). Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985)

Newly Separated Veteran (Veteran who served on active duty and was discharged or released within the last three years)

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_