

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title: Substance Abuse Counselor**

**Department: Health & Wellness Center**

**Hourly Rate: \$25.00-\$35.00**

**Full Time: 40Hrs/Week**

**Exempt: Yes**

**Supervisor: AODA Program Coordinator**

Posting Date: In-House

Opens: December 15, 2020

Closes: December 21, 2020 at 4:30 pm

**Posting Date: Public**

**Opens: December 29, 2020**

**Closes: January 13, 2021 at 4:30 pm**

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**Summary:** The Substance Abuse Counselor will provide direct and indirect client, family, and community services in Behavioral Health and/or Alcoholism and Other Drug Abuse (AODA) including prevention and education activities. The counselor will work in conjunction with providers and case managers to promote recovery through individual and group psychoeducational and counseling sessions.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Provide quality counseling services to youth, young adults, adults, elders, families, and groups as needed;
- Perform assessments; interventions; individual, group, and family counseling; discharge planning; outreach referral; advocacy and home visits; follow-up care and in-home supports services; and provide educational and preventive activities.
- Maintain case records containing pertinent, accurate, and current information in compliance with the Privacy Act, HIPAA, and established department rules, regulations, and policies. Ensure case notes are submitted within the electronic health record in a timely fashion for billing purposes.
- Maintain grant compliance and participate in necessary grant reporting activities. Complete monthly activity report.
- Assist in planning, developing, organizing, facilitating, and providing psychotherapy services in prevention, intervention, treatment, and aftercare for a variety of treatment groups, programs, and services.
- Prepare reports, correspondence, narratives, statistical and other documents as required by program guidelines and funding sources.
- Participate in treatment plans, staffing, and departmental meetings as well as clinical supervision meetings.
- Act as a patient's advocate and liaison to other departments and community agencies.
- Maintain licensure/certification compliance by completing and maintaining records of continuing education hours. Maintain a valid State of WI certification/license and NPI number to remain eligible for 3rd party billing.
- Serves as a member of committees as requested.
- Furthers the mission of the organization and tribe through active support of the strategic goals
- Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
- Maintain strict department security, confidentiality, and quality to meet the professional standards of the department.
- Counselors at the SAC and CSAC level will be responsible for the previous duties in addition to the following:
- intervene in crises, making immediate assessments and referrals in emergencies.
- Coordinate services with Tribal Social Services Programs, and county, state, private and federal agencies that will best serve the individual, client, family, and community.
- Complete prior authorization forms needed for third party billing.

- Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Assists in the detection of at-risk patients and the development of plans to prevent further psychological or physical deterioration.
- Teaches patients, families, and staff about care, prevention, and treatment enhancement techniques.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
- Monitors the site's behavioral health / AODA program, identifying problems related to patient services and making recommendations for improvement.
- Attends and participates in meetings and quality improvement activities as required.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

Bachelor's degree in Psychology, Sociology, Social Work, or other acceptable fields.

WI DSPS LPC or LCSW license.

Must hold unrestricted and active WI Department of Safety and Professional Services certification as SAC-it at a minimum.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position, must have a valid driver's license, and meet eligibility for tribal insurance.
- Must not have an unlawful history with alcohol and/or drug abuse for at least two (2) years before application.
- Must have knowledge of available AODA treatment services and social resources.
- Abstinence from alcohol/drug use is required upon employment and while employed in this position. Due to the requirement of abstinence, there may be random drug screening.
- Must maintain strict confidentiality in all matters.
- Must be able to plan, organize, and prioritize program objectives.
- An open mind to culturally sensitive treatment plans that have a healing component such as sweat lodge, pipe ceremony, talking circles with eagle feathers, etc.
- Must be able to work cooperatively and effectively with fellow employees and tribal programs.
- Must be able to work flexible hours including evenings, nights, weekends, and holidays.

**Preferred:**

Experience working in Indian Country is preferred.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

**Language Skills:**

Must have excellent written and oral communication skills.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Example)

Must be physically able to perform duties in the field. Position may require sitting or standing for extended periods of time, some walking, bending, stooping and lifting up to 50lbs. on occasion. Subject to inside and outside environmental conditions, must be physically able to travel as necessary.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)