

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: AODA Program Coordinator

Department: Health & Wellness Center

Hourly Rate: Negotiable Full Time: 40Hrs/Week

Exempt: Yes/Salary

Supervisor: Clinic Administrator

Posting Date: Public

Opens: October 29, 2020

Closes: Open until filled



Summary: The AODA Program Coordinator will provide oversight of the Alcoholism and Other Drug Abuse (AODA) programs for the Bad River community. Duties include assessment of individual, group and community needs; planning individual, group and community interventions to prevent and treat substance abuse; organizing and implementing evidence-based interventions; evaluating individual and community response to prevention activities. The AODA Program Coordinator will also be expected to maintain a client workload with other management duties.

Essential Duties and Responsibilities include the following.

Organize, coordinate, present and attend AODA community activities for prevention, rehabilitation, and education.

Community events must be developed to address the needs of all age groups and educational levels.

Manage the Day Treatment Program to include staff supervision, scheduling of activities and providers, incorporation of evidence-based practices into Day Treatment activities, educating and counseling clients

Organize and supervise services in outreach areas such as jail, domestic abuse shelter, schools and youth programs, and other community sites as needed.

Maintain certification for Intoxicated Driver Assessments.

Appropriately manage AODA budget and prioritize program spending.

Provide Crisis Intervention services and referrals to appropriate services as needed.

Develop and maintain guidelines to determine eligibility for Inpatient AODA treatment.

Create and maintain fiscal contracts and agreements with inpatient residential facilities.

Will provide outpatient counseling to individuals and groups which will include evidence-based practices.

Will teach in lecture form; relapse prevention, coping skills, and spirituality issues, etc.

Maintain and implement policies and procedures in accordance with State standards and ensure program meets all certifications and/or credentials necessary for billing purposes.

Work cooperatively with other staff, programs, departments and agencies to assure quality resources for community members.

Supervise AODA program staff.

As a counselor, will provide AODA assessments, referrals when necessary.

Will facilitate social support groups and family education for clients and community members.

Will maintain confidential client records and obtain properly signed releases when necessary.

Maintain all HIPAA guidelines for AODA services.

Will submit monthly reports to the Clinic Administrator.

Attend required training, workshops and meetings. Maintain education needed for certifications.

Develop and maintain guidelines for the use of AODA funds for contractual services with community members and vendors when providing prevention and rehabilitation activities.

Incorporate cultural activities into counseling and AODA activities.

Assessment of community prevention needs such as education, support programs and sobriety activities.

Maintain knowledge of current theories and evidence-based practices in substance abuse. Incorporate new treatment theories into the program as necessary.

Participate in local, regional or state collaborative groups to establish cooperative working relationships and share resources to improve AODA services for the Bad River community.
All other duties as assigned.

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:

Must have a minimum of an associate degree in substance abuse (or related field) with two (2) years' experience in counseling. Must be a Wisconsin State Certified Substance Abuse Counselor (SAC) and/or must be qualified to receive certification from Department of Safety and Professional Services.

Must be able to plan, organize and prioritize program objectives.

Knowledge of available AODA treatment services and social resources required.

Must maintain strict confidentiality in all matters.

Have excellent written and oral communication skills. Must be able to speak and present in group settings.

Have excellent time management and organizational skills.

Preferred:

Bachelor's degree in Social Work or related field.

Knowledge of Bad River Community and experience working in Indian Country preferred.

Other Skills and Abilities:

Required:

This is a required driver position.

Must have valid driver's license and meet eligibility for tribal insurance.

Must not have unlawful history with alcohol and/or drug abuse for at least two (2) years prior to application.

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.

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.

Background Check:

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

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

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.

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.

Subject to inside and outside conditions. Noise level is moderate.

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

HRassistant@Badriver-nsn.gov