

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: AODA Substance Abuse Counselor/Project Director (MAT-PDOA Grant)

Department: Health & Wellness Center

Hourly Rate: Negotiable

Full Time: 40Hrs/Week

Exempt: Yes/Salaried

Supervisor: AODA Program Coordinator

Posting Date: Public

Opens: February 8, 2021

Closes: Open Until Filled



Summary: The AODA Substance Abuse Counselor / Project Director 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 as a critical function of the MAT (Medication-Assisted Treatment) Recovery Program. The Counselor/Project Director will work in conjunction with MAT prescribers and case managers to promote recovery through individual and group psychoeducational and counseling sessions. Will work closely with AODA Program Manager and MAT Grant evaluator and project staff to ensure that grant goals and objectives are met. Will be responsible for submitting completed grant reports to AODA Program Manager for submission to funding agency.

Essential Duties and Responsibilities include the following.

- Supervision and coordinate work schedule of other program staff/peer specialists. Coordinate team meetings and staffing to ensure collaborative patient-centered care.
- Ensures superior medical and clinical outcomes for patients through implementation of an effective on-going program to measure, assess and improve the quality of MAT services.
- Ensures fidelity of EBP's used in treatment.
- Oversees all team members are appropriately trained in their roles and responsibilities.
- Oversees project budget and spending.
- Provide quality counseling services to youth, young adults, adults, elders, families, and groups as needed; intervene in crisis situations, making immediate assessments and referrals in emergency situations. Collect required in-person interviews with clients for federal reporting and enter federal data systems.
- 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.
- Collaborate with the Wellness & Recovery Court program to assure comprehensive treatment and monitoring services.
- Maintain case records containing pertinent, accurate and current information in compliance with the Privacy Act, HIPAA, 42 CFR part II 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. Utilize federal data systems to submit required documents and reports. Manage federal grant budget, preparing all required documents related to expenditures and changes.
- 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.
- Coordinate services with Tribal Social Services Programs, and county, state, private and federal agencies that will best serve the individual, client, family and community.
- Participate in treatment plans, staffing and departmental meetings.
- Act as patient's advocate and liaison to other departments and community agencies.
- Complete prior authorization forms needed for third party billing.

- 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.
- Assists in the detection of at-risk patients and development of plans to prevent further psychological or physical deterioration.
- Teaches patients, families, and staff about care, prevention and treatment enhancement techniques.
- 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. Participate in monthly teleconferences with federal SAMHSA staff.
- 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 professional standards of the department.
- 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.
- Collaborates with grant project staff to ensure grant goals and objectives are met, directing staff as needed. Document all project and client activity for federal reporting.
- Works with evaluator and AODA program manager to complete required submission documents and ensures timely submission of such.
- Incorporate Native culture and cultural activities into treatment plans as much as possible.

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 hold unrestricted and active WI Department of Safety and Professional Services certification as SAC at a minimum.
 Must be able to plan, organize and prioritize program objectives.
 Must have knowledge of available AODA treatment services and social resources.
 Must maintain strict confidentiality in all matters.
 Must have excellent written and oral communication skills.
 Must have a bachelor's degree in psychology, Sociology, Social Work, or another acceptable field.

Preferred:

WI DSPS LPC or LCSW license.

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, week-ends and holidays.

Preferred:

Experience working with Alaskan Native/American Indian clientele/organizations 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:

Strong Computer skills.

Reasoning Ability:

Ability to interact with the clients/public, fellow employees, tribal programs.

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.

This position is subject to inside and outside work. The 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