

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 and Wellness Center, AODA
Hourly Rate: Negotiable **Full Time:** 40Hrs/Week
Exempt: Yes/Salary
Supervisor: Behavioral Health Supervisor



Posting Date: In-House

Opens: September 15, 2021

Closes: September 21, 2021, at 4:30 pm

Posting Date: Public

Opens: September 23, 2021

Closes: October 7, 2021, at 4:30 pm

Posting Date: Public

Opens: November 15, 2021

Closes: OPEN UNTIL FILLED

Summary: The AODA Program Coordinator will provide oversight of the Alcohol and Other Drug Abuse (AODA) programs for the Bad River community. Duties include the assessment of individuals, groups, 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. Other duties may be assigned.

- 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.
- Organize and supervise services in outreach areas such as jail, domestic abuse shelters, 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 under State standards and ensure the 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.
- Manage 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 Behavioral Health Director.
- 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 Behavioral Health services for the Bad River community.

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. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Associate or Bachelor's Degree in a field related to social work, counseling or education.
- Must be a Wisconsin State Certified Substance Abuse Counselor (SAC), SAC-IT and/or must be qualified to receive certification from the Wisconsin Department of Safety and Professional Services within 1 year of hire
- Must be able to plan, organize and prioritize program objectives.
- Knowledge of available AODA treatment services and social resources is 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 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.
- 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.
- 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.

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 is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Must possess strong oral and written communication.

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 all job duties. Position may require sitting or standing for extended periods, 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.

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