

## **Employment Announcement PRNL – 16-120**

**Opening Date:** May 11, 2016  
**Closing Date:** Open Until Filled

**Position:** Youth Substance Abuse Counselor  
**Immediate Supervisor:** Program Coordinator/Clinical Supervisor  
**Condition of Employment:** Regular Full-Time  
**Salary Grade:** Grade 16 Entry (\$17.31)

**ORGANIZATIONAL LOCATION & DUTY STATION:** This position is located at the Alcohol Program-Winnebago Treaty Hospital located in Winnebago, Nebraska 68071.

**HOW TO APPLY:** Applicants must submit the following applicable documents to: Winnebago Tribe of Nebraska. **ATTENTION:** Personnel Office, P.O. Box 687 Winnebago, Nebraska 68071. For further information on this vacancy, call Patricia Medina, Personnel Officer at 402-878-3128. Applicants must submit a letter of application for the SPECIFIC position applied for, with a complete resume or a letter of application with a completed application form and two (2) letters of reference. If claiming Indian preference, verification of Indian quantum and or veteran status must be confirmed. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Applications and required documents must be received by the Personnel Office **NO LATER THAN THE CLOSING DATE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTS BY CLOSING DATE WILL RESULT IN NOT BEING CONSIDERED FOR THE POSITION.**

### **NATURE OF WORK:**

The Youth Substance Abuse Counselor's duties will be to provide individual and group therapy for individuals who are experiencing problems associated with chemical dependency. His/her primary caseload will be adolescents/their families and will also be expected to carry an adult client caseload. This position is required to have the knowledge, skills and abilities in providing chemical dependency counseling, prevention and intervention. The incumbent will maintain an assigned caseload, provide program lectures, conduct group sessions and perform other related duties assigned by the Clinical Supervisor.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Become knowledgeable of the AIHRC program organization, philosophy, functions, policies and procedures, mandated by State/Federal Regulations.
2. Carries an active caseload and applies therapeutic strategies that will motivate and redirect the behavior of chemically dependent individuals. This includes intake and assessment, treatment planning, treatment, progress reviews, discharge and follow-up.
3. Utilize accepted therapeutic techniques to identify and diagnosis client-counseling needs.
4. Provide professional client care utilizing the Alcohol Program's philosophy in providing a balanced and well structured therapeutic treatment program that targets the emotional, spiritual, physical and mental issues of the individual.
5. Provides comprehensive treatment plans based on individual needs of the client that include specific goals and objectives that specify clients strengths/weaknesses and addresses the problems identified in the assessment. Treatment frames to have time frames for completion and anticipated outcomes.
6. Documents all aspects of client care including observations, treatments provided and client responses to treatment and other treatment recommendations.

7. Provides comprehensive aftercare plans with specific recommendations that will facilitate the on-going process of recovery and address the needs of the clients.
8. Recognizes crisis intervention situations and follow through in securing placements, crisis shelter or by providing referrals to alleviate situations.
9. Develops working relationships with inpatient treatment facilities, detoxification units and be knowledgeable of their application and intake procedures.
10. Will assist clients in the submission of their application to inpatient treatment centers, making sure applications are complete and all required documents are attached.
11. Maintain contact with the PHS medical/surgical de-tox ward for patient referrals.
12. Works closely with Tribal Court, Human Services, and other referral agencies to establish total client care.
13. Monitor record keeping procedures to ensure full compliance with federal rules and regulations governing client confidentiality (42CFR).
14. Complete timely and efficient documentation of client care that is in full compliance with Indian Health Service, JCAHO and Nebraska State Standards of Care.
15. May transport clients to pre-treatment quarters, de-tox centers and inpatient treatment centers when necessary to aide in their recovery.
16. Responsible for submitting monthly reports of activities for program, state and federal compliance purposes.
17. Accurately completes clinical records, Federal recording system and State of Nebraska reporting forms.
18. Administer computer generated assessment tools, i.e. ASI, SASSI, and PEI's for the purpose of conducting chemical dependency involvement problem severity and psychosocial evaluations. Be aware and comply with the federal confidentiality law and regulations concerning any patient in a federal assisted alcohol and drug program.

#### **REQUIREMENTS OF WORK:**

1. Must be a Licensed Alcohol and Drug Abuse Counselor or be a Certified Provisional Alcohol and Drug Abuse Counselor and working towards becoming a Licensed Alcohol and Drug Abuse Counselor.
2. Have a minimum of five (5) years sobriety and abstain from alcohol/drugs while employed in this position. A pre-employment drug test will be required.
3. Professional knowledge of established counseling concepts, principles, practices, methods and techniques necessary to administer a bio-psychosocial and spiritual treatment approach.
4. Must have working knowledge and understanding of principles of 12 step self help groups; i.e. Alcoholic Anonymous, Narcotics Anonymous, and Al-anon.
5. Must be knowledgeable of the disease concept of substance abuse and possess a thorough understanding of substance abuse as it pertains to Native Americans.
6. Must be able to maintain the strictest confidentiality regarding clients and program records.
7. Must possess good verbal and written skills and be able to communicate ideas and concepts adequately.
8. Possess a valid driver's license, be insurable and have own transportation.
9. Must be a team player and have a positive attitude.
10. Be willing to work a flexible work schedule when necessary
11. Must be willing to submit to a Federal Background check.

**All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which requires all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies, and to comply with PL 101-630 and PL 101-637 regarding criminal records check.**

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

\_\_\_\_\_  
JOB CLEARANCE SIGNATURE

\_\_\_\_\_  
DATE