



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Alternative Treatment Coordinator
DEPARTMENT: Hualapai Health Department
CLASS: Covered/Non-Exempt (10 MONTHS ONLY)
SALARY: \$48,000-\$50,000 (Depending on Experience)
OPENING: June 26, 2014
CLOSING: July 9, 2014

POSITION SUMMARY:

This position is responsible for treatment operations of the Alternative to Corrections. The 24-hour management for the treatment of clients with substance abuse problems placed there in lieu of incarceration. The facility is a component of the Hualapai Behavioral Health Program. The Treatment Coordinator will coordinate house admissions, discharges, and treatment in coordination with the justice team. This will include the coordination of aftercare.

ESSENTIAL FUNCTIONS:

- ◆ Coordinates residential treatment activities with the Program Manager and the Behavioral Health Program Manager/designee
- ◆ Oversees all treatment personnel; i.e., counseling staff and adjunct therapy staff, including volunteers.
- ◆ Coordinates the development of all treatment plans and a weekly clinical review of the status of all clients of the program
- ◆ Facilitates or provides individual and group counseling to residence of the program.
- ◆ Facilitates or assists with intake and referrals.
- ◆ Coordinates or conducts clinical assessments as indicated for clients who are self/family, court, employer referred.
- ◆ Facilitates or assists with the development of treatment plans based on initial and on-going clinical assessments and maintains case files accurately.
- ◆ Maintains strict client confidentiality
- ◆ Facilitates maintaining all necessary documents for billing purposes. Bills for services through AHCCCS
- ◆ Participates in department and interdepartmental clinical teams to assist and encourage clients to receive timely and consistent services.
- ◆ Participates in monthly all staff meetings and weekly clinical staffing with other members of the clinical team to review client progress and service requirements.
- ◆ Collaborates with IHS, Human Services, Child Protective Services, Court, Prosecution, Probation and community agencies, families and other natural support systems to ensure adherence to treatment plan goals.
- ◆ In Coordination with the Behavioral Health Staff maintains client files and group notes in accordance with Federal, State, Tribal and licensure requirements. Responds to referrals and provides substance

abuse services at the clinic, field, shelter, detention facilities and in client's homes to ensure client obtains all benefits and services necessary to successfully complete treatment plan objectives

- ◆ Schedules ongoing substance abuse intervention/prevention group sessions to ensure court requirements are met by the clients.
- ◆ Collaboratively develops appropriate and realistic discharge plans working with community resources and the family on a regular basis.

Participates in program evaluation activities including policy implementation and revision.

EDUCATION, KNOWLEDGE, AND EXPERIENCE

The treatment coordinator shall be a fully certified alcoholism/substance abuse counselor. In addition to meeting the general requirements of number 5 below, the treatment coordinator shall demonstrate a minimum of forty (40) hours of additional training in supervision and case management.

- ◆ The treatment coordinator/supervisor must have certification/licensure as an alcoholism/substance abuse counselor; certified advanced training in counseling techniques with the chemically dependent, including theories, modalities, techniques and practices: some treatment experience with adults and adolescents and at least three years experience supervising others in the performance of their duties, two years of which is alcoholism/substance abuse treatment. An advanced degree alone is not sufficient.
- ◆ Upon initial hire, the treatment supervisor, if recovering from alcoholism or drug dependency, must affirm in writing that his/her employment performance has not been impaired by alcoholism/substance abuse over the past 3 years.
- ◆ All staff working with youth shall have a background investigation completed to determine past history of sexual or child abuse.
- ◆ Preference given to applicant that currently holds a (LISAC) Licensed Independent Substance Abuse Counselor Arizona License.
- ◆ Must have extensive knowledge of counseling methods, techniques and procedures.
- ◆ Ability to operate the following: basic computer skills which include Word, Excel, PowerPoint, copy machine, fax and a calculator.
- ◆ Background working with Native American communities is an advantage.
- ◆ Must possess a valid driver's license and a good driving record.
- ◆ Background check to be done within three months of hire by personnel.

Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information.

To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or

physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities