HUALAPAI TRIBE
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE: **Substance Abuse Counselor (1)**
DEPARTMENT: **Hualapai Health-Education and Wellness**
CLASS: **Full Time/Covered/Non-Exempt**
SALARY: **$48-50,000/year DOE**
OPENING DATE: **August 24, 2016**
CLOSING DATE: **Open Until Filled**

POSITION SUMMARY:

This position is responsible to the Behavioral Health Clinical Supervisor and provides direct counseling services, outreach, prevention and aftercare services. The counselor interacts directly with community based support services in coordination with clinical and administrative contractual guidelines of funding sources, Federal, State, Tribal and Arizona State Substance Abuse Licensure requirements.

ESSENTIAL FUNCTIONS:

- Provides individual and group counseling to a caseload of adults, children and families.
- Conducts intakes, and or clinical assessments as indicated for clients who are self/family, court, or employer referred.
- Develops, with clients, treatment plans, which are based on initial and on-going clinical assessments.
- Maintains strict client confidentiality according to HIPAA laws.
- Maintains case files accurately, and insures all necessary documents for billing purposes through AHCCCS.
- Participates in department and interdepartmental clinical teams to assist and encourage clients to receive timely and consistent services.
- Participates in weekly clinical staff meetings 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, and a successful outcome.
- 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, in the client's homes, in the field, at shelters, or in detention facilities 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/probation, CPS requirements are met by the clients.
- Provides prevention education services including presentations, workshops and other forms of public education on a variety of substance abuse and mental health topics.
- Provides aftercare services, which include education and life skills instructions.

- Coordinate with families, appropriate activities that encourage family participation.
- Work cooperatively with other department programs to provide continuity of services.
- Provide support services to other agencies as needed.
- Provide after hour on-call coverage as assigned.
- Provide services to outlying area – Grand Canyon West as needed.
- Perform other duties as assigned.

EDUCATION, KNOWLEDGE, AND EXPERIENCE

- Licensure as a Licensed Associate or Independent Substance Abuse Counselor or the ability to obtain within one year of employment. (www.bbhe.state.az.us).
- 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, a good driving record, and an AZ DPS Fingerprint card.
- Background check must be done prior to hire.
- 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, of 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