



HOPI GUIDANCE CENTER
(Behavioral Health Services)

SUBSTANCE ABUSE COUNSELOR

INTRODUCTION: This position is responsible for providing professional assessment, counseling, crisis intervention, consultation, outreach and continuum of care services to individuals with substance use problems and provides support to the Mental Health on-call program for psychiatric emergencies.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Conducts comprehensive assessment to obtain substance use and mental history, level of functioning, family status, etc., to determine appropriate level of care; performs consultation services to those with substance abuse and or mental health problems; assists individuals needing placement for detoxification services, acute psychiatric care or residential treatment; performs case management and discharge planning for aftercare services or referrals.
2. Provides direct counseling services to individuals & families of learning early recovery and relapse prevention skills, stages of addiction and recovery, co-dependency, etc., ; under direction of the supervisor, prepares and facilitates substance abuse groups; follows all program protocols regarding client care; .
3. Participates in multi-disciplinary team, weekly Peer Review and Substance Abuse Program meetings; documents all client activities, treatment plans, etc in the Indian Health Services (I.H.S.) GUI reporting system; ensures documentation meets tribal, state and federal standards; maintain strict confidentiality of client's treatment and record following professional standards, ethics and policies.
4. Develop a comprehensive treatment plan in collaboration with other HGC colleagues or agencies; updates master treatment plan as needed; assists adolescents and adults needing placement for detoxification, acute psychiatric care or residential treatment; performs case management and discharge planning for aftercare services or referrals; prepares and submits compliance reports for Tribal, County, State and Federal courts, probation officers and other Law Enforcement Agencies
5. Documents all client activities, treatment plans, etc in the Indian Health Services (I.H.S.) GUI reporting system and file in a timely manner; ensure documentation and confidentiality of client information and records meet agency, tribal, state and federal standards, regulations and ethics; prepares and submits reports to Clinical and Administrative Director, regulatory and funding agencies as required.
6. Provides advocacy and consultation to the Hopi Community to develop resources and programs to strengthen client's holistic recovery; under the direction of the supervisor, Administrative Director and cultural advisors, implements traditional teachings that are unique to Hopi.
7. Attends department, village & community, public meetings, local school activities, health fairs, Red Ribbon events to promote sobriety and awareness of alcohol/substance abuse and its effect on the family and community; participates in staff, peer review, multi-disciplinary team and leadership meetings; participates in training, conferences, Telemed staffing; maintain education for certification.
8. Responsible for reporting cases where incidents of physical, neglect or sexual abuse of client is suspected or identified to appropriate authorities.
9. Performs other duties as assigned or authorized by the supervisor to achieve Hopi Guidance Center goals and objectives.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education : Bachelor's Degree in Psychology, Social Work or other related Behavioral Health Science Field;

AND

- B. Experience : One (1) year work experience in direct assessment and counseling/continuum of care for individuals experiencing substance abuse or mental health problems;

OR

- C. Any equivalent combination of Education, Training and Experience which directly demonstrates the ability to perform the related duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of different theoretical frameworks for treatment of substance use disorders, recovery model, stages of change, 12 step model, cognitive-behavioral approach, behavior modification, motivational interviewing, family systems, strength based case
Knowledge of adolescent development, societal norms and chemical dependency behavior
Knowledge of resources available in rehabilitation programs
Knowledge of the principles and practices of the counseling profession
Knowledge of the socio-economic environment, culture and traditions of the Hopi Reservation

B. Skills

Excellent verbal and written communication skills
Skill in conducting individual, family and group therapy for substance abuse patients
Skill in interpersonal relationships
Skill in crisis management and making sound judgments
Skill in managing confidential information

C. Abilities:

Ability to manage and document cases and provide direct clinical services
Ability to implement program operating procedures and guidelines
Ability to work effectively as a team member and with peers, individual clients and groups
Ability to handle stress and difficult situations (crisis intervention)
Ability to maintain strict confidentiality of client information & records
Ability to establish and maintain positive and professional working relationships with others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Possess or obtain, within two (2) years of employment, certification as a Licensed Independent Substance Abuse Counselor (LISAC) or Licensed Associate Substance Abuse Counselor (LASAC) in the State of Arizona.
4. Must have at least three (3) years of sobriety.

PREFERRED QUALIFICATIONS:

1. Speak and understand the Hopi language.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY: _____  _____ 3/18/11
Hiring Authority Date

APPROVED BY: _____  _____ 3/21/11
Human Resources Director Date