



## SUBSTANCE ABUSE COUNSELOR

Department / Program: Behavioral Health Services  
Reports To: Supervisory Substance Abuse Counselor  
Salary/Hourly Range: 54  
FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 11/09/2015

### 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 Mental Health on-call program for psychiatric emergencies.

### KEY DUTIES AND RESPONSIBILITIES:

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

1. Conducts comprehensive Biopsychosocial assessments 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 issues: 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 and families of learning early recovery and relapse prevention skills, stages of addictions and recovery, co-dependency, etc., under direction of the supervisor, prepares and facilitates (DBT) Dialectical Behavioral Therapy skills groups: follows all program protocols regarding participant's care.
3. Participates in utilization review, DBT case consultation and bi-weekly substance abuse program meetings; documents all client activities, treatment plans, etc. in the Behavioral Health Services Data Software Reporting System; ensures documentation meets tribal, state and federal standards: maintain strict confidentiality of client's information and record following professional standards, ethics ([www.NAADAC.org](http://www.NAADAC.org)) and Hopi Behavioral Health policy and procedures.
4. Develop a comprehensive treatment plan in collaboration with other Hopi Behavioral Health colleagues or agencies; updates master treatment plan as needed: assists adults and adolescents 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 participant activities, treatment plans, etc. in the Behavioral Health Services Data Software Reporting system and file in a timely manner; ensures documentation and confidentiality of client information and records meet agency, tribal, state and federal standards, regulations and ethics: prepares and submits reports to Supervisory Substance Abuse Counselor, 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 Substance Abuse Program Supervisor, implements traditional teachings that are unique to Hopi.
7. Attends department, village and community, public meetings, local school activities, health fairs, Red Ribbon Events to promote sobriety and awareness of alcohol/substance abuse and its effects on family and community; participates in staff, utilization review, DBT case consultation, multi disciplinarian team and leadership meetings; participates in training, conferences, and maintains continuing education for certification or re-certification.
8. Responsibility for reporting cases where incidents of physical, emotional, neglect or sexual abuse is suspected or identified to appropriate authorities. Provides on-call crisis per BHS policy.

9. Performs other duties as assigned or authorized by Substance Abuse Program Supervisor or Administrative Director to achieve Hopi Behavioral Health goals and objectives.

**PERSONAL CONTACTS:**

Contacts are with clients, family members, BHS providers, social services, Federal/State payers, external provider agencies and community resources. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and establish a network of relationships and resources.

**MINIMUM QUALIFICATIONS:**

1. **Required Education, Training and Experience:**

Education: Bachelor's Degree in Addiction, Social Work, Sociology, Psychology or other Human Service related field;

AND

Experience: Three (3) years of work experience in direct assessment and or counseling/continuum of care for individuals experiencing Substance Abuse or Co-occurring issues.

2. **Required Knowledge, Skills and Abilities:**

Knowledge:

- Knowledge of different theoretical framework of substance use disorders (DSM-5, ICD-10), recovery model, stages of change, 12-step model, cognitive-behavioral approach, behavior modification, motivational interviewing, family systems, and strength based.
- Knowledge of adolescent development, societal norms, and chemical dependency behavior
- Knowledge of resources available in rehabilitation programs
- Knowledge of principles and practices of the counseling profession
- Knowledge of the socio-economic environment, culture and traditions of Hopi Reservation

Skills:

- Excellent verbal and written communication skills
- Skill in conducting individual, family and DBT group Therapy for substance abuse or co-occurring clients
- Skill in interpersonal relationships
- Skill in crisis management and making sound judgements
- Skill in managing confidential information

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 group
- Ability to handle stressful and difficult situations (Crisis intervention, on-call)
- Ability to maintain strict confidentiality (HIPPA laws) of participant information and records
- Ability to establish and maintain positive and professional working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal Policy.
3. Possess or obtain within three (3) years of employment certification or licensure as an Internationally Certified Drug/Alcohol Counselor (ICADC); AZ Certified Alcohol & Drug Counselor; OR
4. Possess Licensed Independent Substance Abuse Counselor (LISAC) or Licensed Associate Substance Abuse Counselor (LASAC) or if LISAC certified by another state, must be able to qualify and apply for Arizona LISAC within six (6) months of employment and maintain licensure.
5. Must have at least five (5) years of sobriety and pass random drug & alcohol screenings.

**DESIRED REQUIREMENT:**

1. Be able to speak and understand the Hopi language.